Adobe Flash & Animate

A - Arrow/Cursor.
B - Brush.
C - Camera.
D - Dropper.
E - Eraser.
F - Gradient Transform tool.
G - 3d Translation tool.
H - Hand.
I - Eyedropper.
J - Object Drawing.
K - Paint Bucket.
L - Lasso / Polygon / Magic Wand tools.
M - Bone / Bind.
N - Line.
O - Oval / Oval Primitive.
P - Pen tool.
Q - Free Transform tool.
R - Rectangle / Rectangle Primitive.
S - ink Bottle.
T - Text tool.
U - Width.
V - Selection.
W - Asset Warp.
Y - Paint Brush.
Z - Zoom.
, (Comma) - Step Backward One Frame.
. (Period) - Step Forward One Frame.
< - Previous Frame.
> - Next Frame.
Delete/Backspace - Clear.
End - Go to the Last Scene.
Enter - Play.
F4 - Hide Panels.
F5 - Add Frame.
F6 - Add Keyframe.
F7 - Add Blank Keyframe.
F8 - Convert to Symbol.
F9 - Actions.
Home - Go to First Scene.
Page Down - Go to Next Scene.
Page Up - Go to Previous Scene.
Shift + , - Rewind.
Shift + F12 - Publish.
Shift + F2 - Show or Change A List Of the Scenes in the Current Movie.
Shift + F5 - Clear Keyframe.
Shift + F6 - Delete Frame.
Shift + F9 - Color.
Shift + Drag towards Right/Left - Shifts the Entire Range Of Onion Skin Markers to the Right/Left Respectively.
Alt + F2 - Show or Hide the Compiler Errors Panel.
Alt + F3 - Movie Explorer.
Ctrl + 0 (Zero) - Rewind.
Ctrl + 1 - View Movie At 100% Size.
Ctrl + 2 - Show Frame.
Ctrl + 3 - Show All.
Ctrl + A - Select All.
Ctrl + B - Break Apart.
Ctrl + C - Copy.
Ctrl + D - Duplicate.
Ctrl + E - toggle Between Edit Movie And Edit Symbol Mode.
Ctrl + G - Group.
Ctrl + I - info.
Ctrl + J - Document.
Ctrl + K - Show or Hide Align Panel.
Ctrl + L - Show/Hide Library.
Ctrl + M - Comment Selection.
Ctrl + N - New Document.
Ctrl + O - Open Document.
Ctrl + Q - Exit.
Ctrl + R - Import Image/Sound/Etc...
Ctrl + S - Save.
Ctrl + T - Show or Hide Transform Panel.
Ctrl + U - Ungroup.
Ctrl + V - Paste.
Ctrl + W - Close Document.
Ctrl + X - Cut.
Ctrl + Y - Redo.
Ctrl + Z - Undo.
Ctrl + ‘+’ - Zoom in.
Ctrl + ‘-’ - Zoom Out.
Ctrl + Alt + B - Enable Simple Buttons.
Ctrl + Alt + C - Timeline Copy Frames.
Ctrl + Alt + I - Show or Hide the Tweening Shape Hints.
Ctrl + Alt + K - Open A New Window in the Front Most Simulation That Is A Duplicate of the Active Window.
Ctrl + Alt + S - Scale and Rotate the Selection Using Numeric Values.
Ctrl + Alt + T - Show/Hide Timeline.
Ctrl + Alt + V – Timeline Paste Frames.
Ctrl + Alt + W - Close All.
Ctrl + Alt + [- Show Frame Script Navigator.
Ctrl + Arrow Down - Move Behind.
Ctrl + Arrow Left - Narrower Letterspacing (Kerning).
Ctrl + Arrow Right - Wider Letterspacing (Kerning).
Ctrl + Arrow Up - Move Ahead.
Ctrl + Drag towards Right/Left - increase Onion Skin Marker Size On Both Directions Equally.
Ctrl + Enter - Test Movie.
Ctrl + F10 - Other Panels History.
Ctrl + F2 - Show or Hide the Drawing toolbar.
Ctrl + F3 - Show or Hide the Property inspector.
Ctrl + F8 - insert New Symbol.
Ctrl + F9 - Select Colors from Swatches and Manage Swatches.
Ctrl + F10 - Show or Hide the History Panel.
Ctrl + Shift + / - Snapping Snap to Objects.
Ctrl + Shift + A - Deselect All.
Ctrl + Shift + Alt + R - Show or Hide the Rulers.
Ctrl + Shift + Alt + S - Export Movie.
Ctrl + Shift + Arrow Down - Send to Back.
Ctrl + Shift + Arrow Up - Bring to Front.
Ctrl + Shift + D - Distribute to Layers.
Ctrl + Shift + Enter - Debug Movie.
Ctrl + Shift + E - Suppresses Highlighting of Selected Items.
Ctrl + Shift + F - Auto Formats the Editor Code.
Ctrl + Shift + G - Ungroup.
Ctrl + Shift + H - Add Shape Hint.
Ctrl + Shift + L - Show/Hide Timeline.
Ctrl + Shift + O - Open as Library.
Ctrl + Shift + R - Export to .swf/.spl/.gif/, etc...
Ctrl + Shift + S - Save As.
Ctrl + Shift + S - Scale and Rotate.
Ctrl + Shift + T - Modify Paragraph.
Ctrl + Shift + V - Paste in Place.
Ctrl + Shift + W - Show/Hide Work Area.
Ctrl + Shift + Z - Remove Rotation or Scaling from the Selected Objects.
Ctrl + Sift + S - Save As.
Ctrl + Sift + 7 - Rotate the Selection to 90 Degrees Left.
Ctrl + Sift + 8 - Show Hidden Characters.
Ctrl + Shift + F9 - Show or Hide the Color Panel.

Adobe Illustrator

- (Minus) - Delete Anchor Point Tool.
/ (forward Slash) - Select No Stroke / Fill Mode.
[(Left Square Bracket) - Decrease Size of Blob Brush.
\ (Backslash) - Line Segment Tool.
] (Right Square Bracket) - increase Size of Blob Brush.
] - increase Bristle Brush Size.
+ (Plus) - Add Anchor Point Tool.
< - Select Color Fill Mode.
> - Select Gradient Fill Mode.
A - Direct Selection Tool.
B - Paintbrush Tool.
C - Scissors Tool.
D - Default Fill & Stroke.
E - Free Transform Tool.
F - toggle Between Screen Modes- Normal Screen Mode, Full-Screen Mode With Menu Bar.
G - Gradient Tool.
H - Hand Tool.
I - Eyedropper Tool.
J - Column Graph Tool.
K - Live Paint Bucket Tool.
L - Ellipse Tool.
M - Rectangle Tool.
N - Pencil Tool.
O - Reflect Tool.
P - Pen Tool.
Q - Lasso Tool.
R - Rotate Tool.
S - Scale Tool.
T - Type Tool.
V - Selection Tool.
W - Blend Tool.
X - toggle Between Fill and Stroke.
Y - Magic Wand Tool.
Z - Zoom Tool.
F1 - invoke Help.
F2 - Cut.
F3 - Copy.
F4 - Paste.
F5 - Show/Hide Brushes Panel.
F6 - Show/Hide Color Panel.
F7 - Show/Hide Layers Panel.
F8 - Create New Symbol.
F12 - Revert File.
Ctrl + A - Select All.
Ctrl + B - Paste At Back.
Ctrl + C - Copy.
Ctrl + D - Reapply A Transformation to an Object.
Ctrl + D - Repeat Transforming Objects in Perspective.
Ctrl + E - Switch Between Gpu and Cpu Preview (If Available).
Ctrl + F - Paste in Front.
Ctrl + G - Group the Selected Artwork.
Ctrl + H - Show Document Template.
Ctrl + I - Check Spelling.
Ctrl + K - Open the Preferences Dialog Box.
Ctrl + L - Add A Layer.
Ctrl + N - Create A Document.
Ctrl + O - Open A Document.
Ctrl + P - Print.
Ctrl + Q - Exit the Application.
Ctrl + R - Show/Hide Artboard Rulers.
Ctrl + S - Save Changes Made to the Document.
Ctrl + T - Open the Character Panel.
Ctrl + T - Open the Character Panel.
Ctrl + U - Show/ Hide Smart Guides.
Ctrl + V - Paste.
Ctrl + W - Close the Document Window.
Ctrl + X - Cut.
Ctrl + Y - toggle Between Outline and Gpu Preview of the Document.
Ctrl + Z - Undo.
Ctrl + ' - Show Grid.
Ctrl + - - Zoom Out.
Ctrl + / (forward Slash) - Add New Fill.
Ctrl + ; - Hide Guides.
Ctrl + [- Send A Selection Backward.
Ctrl +] - Bring A Selection forward.
Ctrl + ` - Switch to Last-Used Selection Tool (Selection Tool, Direct Selection Tool, Or Group Selection Tool).
Ctrl + = - Zoom in.
Ctrl + 2 - Lock A Selection.
Ctrl + 3 - Hide A Selection.
Ctrl + 4 - Apply Last Pathfinder Effect to the Selected Object.
Ctrl + 5 - Make Guides.
Ctrl + 6 - Reselect.
Ctrl + 7 - Make A Clipping Mask.
Ctrl + 8 - Create A Compound Path.
Ctrl + Right Arrow Or Left Arrow - Move one Word Right Or Left.
Ctrl + Up Arrow Or Down Arrow - Move Up Or Down one Paragraph.
Ctrl + Up Or Down Arrow - increase/ Decrease Values in Logical Fractions of the Measurement Unit.
Ctrl + Up Or Down Arrow - increase/Decrease the Selected Value by A Fraction.
Ctrl + Spacebar - Switch to Zoom Tool in Magnify Mode.
Ctrl + Enter - Apply A Value and Scale Option Proportionately for Width Or Height.
Ctrl + F6 - Navigate to Next Document.
Ctrl + F8 - Show/Hide info Panel.
Ctrl + F9 - Show/Hide Gradient Panel.
Ctrl + F10 - Show/Hide Stroke Panel.
Ctrl + F11 - Show/Hide Attributes Panel.
Ctrl + F12 - Save the Document as Script Files.
Ctrl + Click - Select Multiple Artboards in the Artboards Panel.
Ctrl + Click Color Bar - Select Compliment of Current Color.
Ctrl + Click New Layer Button - to Create the New Layer At the top of List.
Ctrl + Click on Eye - toggle Layer Between Preview/Outline Mode.
Ctrl + Click Twice - Select Behind in Isolation Mode.
Alt + [- insert Double Left Quotation Marks.
Alt +] - insert Single Left Quotation Marks.
Alt + 2 - insert Trademark Symbol.
Alt + 6 - insert Section Symbol.
Alt + 7 - insert Paragraph Symbol.
Alt + 8 - insert Bullets.
Alt + G - insert Copyright Symbol.
Alt + R - insert Registered Trademark Symbol.

Alt + Enter - Apply A Value and Copy Object.

Alt + Right/Left Arrow - increase/Decrease Kerning/Tracking.

Alt + Up Or Down Arrow (Horizontal Text) Or Right Or Left Arrow (Vertical Text) - increase Or.

Alt + C + O - Create Crop Marks Around Selected Object.

Alt + Click the Closed Region - Erase Unwanted Closed Regions Created Using Shape Builder Tool.

Alt + Ctrl + ' - Snap to Point.

Alt + Ctrl + ; - Lock Guides.

Alt + Ctrl + [- Select the Object Below the Current Selection.

Alt + Ctrl +] - Select the Object Above the Current Selection.

Alt + Ctrl + 2 - Unlock A Selection.

Alt + Ctrl + 3 - Show All Selections.

Alt + Ctrl + 5 - Release Guides.

Alt + Ctrl + 7 - Release A Clipping Mask.

Alt + Ctrl + B - Blend Objects.

Alt + Ctrl + C - Distort Objects Using another Object as the Shape of the Envelope.

Alt + Ctrl + E - Open the Export for Screens Dialog Box.

Alt + Ctrl + G - Hide Gradient annotator (When Using the Gradient Tool).

Alt + Ctrl + I - Show Hidden Characters.

Alt + Ctrl + K - Select Tracking Value.

Alt + Ctrl + L - Add A Layer While Opening the New Layer Dialog Box.

Alt + Ctrl + M - Distort Objects Using A Mesh as the Shape of the Envelope.

Alt + Ctrl + N - Create A Document Without Opening the New Document Dialog Box.

Alt + Ctrl + O - Browse in Adobe Bridge.

Alt + Ctrl + P - Open the Document Setup Dialog Box.

Alt + Ctrl + S - Save A Copy of the Document.

Alt + Ctrl + T - Open the Paragraph Panel.

Alt + Ctrl + T - Open the Paragraph Panel.

Alt + Ctrl + X - Make Live Paint (When Using the Paint Bucket Tool).

Alt + Ctrl + Y - View the Document in Pixel Preview Mode.

Alt + Ctrl + Shift +. Or , - increase Or Decrease Font Size by Steps.

Alt + Ctrl + Shift + W - Distort Objects Using A Warp-Shaped Envelope.

Alt + Shift + [- insert Double Right Quotation Marks.

Alt + Shift +] - insert Single Right Quotation Marks.

Alt + Shift + Ctrl + 8 - Release A Compound Path.

Alt + Shift + Ctrl + B - Finish Adding Objects to the Blend.

Alt + Shift + Ctrl + B - Paste on All Artboards.

Alt + Shift + Ctrl + C - toggle Line Composer.

Alt + Shift + Ctrl + D - Open the Transform Each Dialog Box.

Alt + Shift + Ctrl + H - toggle Auto-Hyphenation.

Alt + Shift + Ctrl + I - Open the File information Dialog Box.

Alt + Shift + Ctrl + K - Open the Keyboard Shortcuts Dialog Box.

Alt + Shift + Ctrl + M - insert Thin Space.

Alt + Shift + Ctrl + P - Package the Document.

Alt + Shift + Ctrl + S - Open the Save for Web Dialog Box.

Alt + Shift + Ctrl + T - Open the Opentype Panel.

Alt + Shift + Ctrl + U - Switch Units of Measurement.

Alt + Shift + Ctrl + Y - View the Document in Overprint Preview Mode.

Alt + Shift + Ctrl + E - Apply the Last Effect to the Selected Object by Adjusting the Values in the Effects Dialog Box.

Alt + Shift-Click + Eyedropper Tool - Sample Style and Append Appearance of Currently Selected Item.

Alt + Shift-Click + Live Paint Bucket Tool - Switch to Eyedropper Tool and Sample Color From an Image Or intermediate Color From A Gradient.

Caps Lock - Change Pointer to Cross Hair for Lasso Tool.

Ctrl + Alt + / (forward Slash) - Add New Stroke.

Ctrl + Alt + / (forward Slash) - Add New Stroke.

Ctrl + Alt + 0 (Zero) - View All Artboards in Window.

Ctrl + Alt + 2 - Unlock All Artwork.

Ctrl + Alt + 3 - Show All Artwork.

Ctrl + Alt + A - Select Artwork in Active Artboard.

Ctrl + Alt + G - Show/Hide Gradient Arrow.

Ctrl + Alt + K - Highlight Kerning.

Ctrl + Alt + Q - Reset Tracking/Kerning to 0.

Ctrl + Alt + Drag - Copying Objects in Perspective.

Ctrl + Alt + F6 - Navigate to Next Document Gro./up.

Ctrl + Alt + Right/Left Arrow - Kerning/Tracking X 5.

Ctrl + Alt + Shift + > Or < - increase/Decrease Size of Selected Text by 10pts.

Ctrl + Alt + Shift + 2 - Lock All Deselected Artwork.

Ctrl + Alt + Shift + 3 - Hide Unselected Artwork.

Ctrl + Alt + Shift + F - Highlight the Font Name Field in the Character Panel.

Ctrl + Alt + Shift + F6 - Navigate to Previous Document Group.

Ctrl + Alt + Shift + Equal (=) - Subscript.

Ctrl + Alt + Spacebar - Switch to Zoom Tool in Reduce Mode.

Ctrl + Shift + F - Justify Last Line.

Ctrl + Shift + H - Show/Hide Artboards.

Ctrl + Shift + I - Show/ Hide Perspective Grid.

Ctrl + Shift + J - Justify Text Left.

Ctrl + Shift + L, R, Or C - Align Paragraph Left, Right, Or Center.

Ctrl + Shift + V - Paste in Place on the Active Artboard.

Ctrl + Shift + X - Reset Horizontal/Vertical Scale to 100%.

Ctrl + Shift + F6 - Navigate to Previous Document.

Ctrl + Shift +. Or , - increase Or Decrease Font Size.

Ctrl + Shift + Double + Click - Release Guide (Turns It into A Regular Path).

Ctrl + Shift + > Or < - increase/Decrease Size of Selected Text by 2pts.

Shift + { - Decrease the intensity of Symbols (When Using Symbolism Tool).

Shift + } - increase the intensity of Symbols (When Using Symbolism Tool).

Shift + ~ - Curvature Tool.

Shift + Alt-Drag - Cut At 45° Or 90° With Knife Tool.

Shift + B - Blob Brush Tool.

Shift + C - Switch to anchor Point Tool.

Shift + D - Cycle Through Drawing Modes.

Shift + E - Eraser Tool.

Shift + K - Slice Tool.

Shift + L - Live Paint Selection Tool.

Shift + M - Select the Shape Builder Tool.

Shift + N - Shaper Tool.

Shift + O - Artboard Tool.

Shift + P - Perspective Grid Tool.

Shift + R - Warp Tool.

Shift + S - Symbol Sprayer Tool.

Shift + T - touch Type Tool.

Shift + V - Perspective Selection Tool.

Shift + W - Width Tool.

Shift + X - Swap Fill and Stroke.

Shift + Click + Drag - Display Rectangular Marquee to Easily Merge Multiple Paths (When Using Shape Builder Tool).

Shift + Ctrl + - - insert Discretionary Hyphen.

Shift + Ctrl + ' - Snap to Grid.

Shift + Ctrl + [- Move A Selection to the Back.

Shift + Ctrl +] - Move A Selection to the Front.

Shift + Ctrl + = - Superscript.

Shift + Ctrl + A - Deselect.

Shift + Ctrl + B - Hide Bounding Box.

Shift + Ctrl + B - Paste in Place.

Shift + Ctrl + D - Show Transparency Grid.

Shift + Ctrl + E - Apply Last Effect to the Selected Object.

Shift + Ctrl + F - Justify All Lines.

Shift + Ctrl + G - Ungroup the Selected Artwork.

Shift + Ctrl + K - Open the Color Settings Dialog Box.

Shift + Ctrl + M - Move an Object.

Shift + Ctrl + N - Create A Document From A Template.

Shift + Ctrl + N - insert En Space.

Shift + Ctrl + O - Create Outlines.

Shift + Ctrl + P - Place A File in the Document.

Shift + Ctrl + S - Open the Save as Dialog Box.

Shift + Ctrl + T - Open the Tabs Panel.

Shift + Ctrl + Z - Redo.

Shift + Ctrl + F10 - Show/Hide Transparency Panel.

Shift + Ctrl + F11 - Show/Hide Symbols Panel.

Shift + Ctrl + F8 - Edit A Pattern.

Shift + Ctrl + F9 - Show/Hide Pathfinder Panel.

Shift + Ctrl + Right Arrow Or Left Arrow - Select one Word Right Or Left.

Shift + Ctrl + Up Arrow Or Down Arrow - Select one Paragraph Before Or After.

Shift + Enter - insert Soft Return.

Shift + Eyedropper Tool - Sample Color From an Image Or intermediate Color From Gradient.

Shift + F3 - Open Color Guide.

Shift + F5 - Show/Hide Graphic Styles Panel.

Shift + F6 - Show/Hide Appearance Panel.

Shift + F7 - Show/Hide Align Panel.

Shift + F8 - Show/Hide Transform Panel.

Shift + Right Arrow, Left Arrow, Up Arrow, Or Down Arrow - Move Selection in 10x User-Defined increments.

Shift + Tab - Show/Hide All Panels Except the Tools Panel and Control Panel.

Shift + Up Arrow Or Down Arrow - increase/Decreases the Selected Value by A Large increment.

Shift + Click - Select Multiple Width Points.

Shift + Drag - Change the Position of Multiple Width Points.

Delete - Delete Selected Width Point.

Double-Click + Live Paint Bucket Tool - Fill Across Unstroked Edges into Adjacent Faces.

Double-Click + Live Paint Selection Tool - Select All Connected Faces /Edges With Same Fill/Stroke.

Double-Click Hand Tool - Fit Imageable Area in Window.

Double-Click Zoom Tool Or Press Ctrl + 1 - Magnify 100%.

Esc - Deselect A Width Point / Exit Artboard Tool Mode / Exit Full-Screen Mode.

Hold Down Shift - Constrain Movement to 45° angle (Except When Using Reflect Tool).

Press Alt - Switch to Smooth Tool While Using Blob Brush Tool.

Press Ctrl + Click Twice - Select Behind an Object.

Right Arrow Or Left Arrow - Move one Character Right Or Left.

Right Arrow, Left Arrow, Up Arrow, Or Down Arrow - Move Selection in User-Defined increments.

Shift - Constrain Blob Brush Path Horizontally Or Vertically.

Shift - Switch Between Type and Vertical Type, Area Type and Vertical Area Type, and Path Type and Vertical Path Type Tools.

Spacebar - Move Zoom Marquee While Dragging With the Zoom Tool.

Spacebar - to Get Hand Tool (While Not Editing Type).

Spacebar-Drag - Move Current anchor Point While Drawing With Pen Tool.

Tab - Show/Hide All Panels.

Up Arrow Or Down Arrow - Move Up Or Down one Line.

Alt - Switch Between Add anchor Point Tool and Delete Anchor Point Tool.

Alt - Switch Between Area Type and Path Type, Vertical Area Type, and Vertical Path Type Tools.

Alt - Switch Between Direct Selection Tool and Group Selection Tool.

Alt - Switch Pen Tool to Convert Anchor Point Tool.

Alt - Switch Pencil Tool to Smooth Tool.

Adobe Photoshop CC

A - Path Selection tool.

B - Brush, Pencil, Color Replacement, Mixer Brush.

C - Crop and Slice Tools.

D - Default Foreground/Background colors.

E - Eraser, Background Eraser, Magic Eraser.

F - Toggle Screen Modes.

G - Gradient, Paint bucket, 3D Material Drop tools.

H - Hand tool.

I - Eyedropper, Color Sampler, Ruler, Note, Count Tools.

J - Spot Healing Brush, Healing Brush, Patch, Red Eye Tools.

L - Lasso, Polygonal Lasso, Magnetic Lasso tools.

M - Rectangular, Elliptical Marquee tools

O - Dodge, Burn, Sponge Tools.

P - Pen, Freeform pen tools.

Q - Edit in Quick Mask mode (on/off).

R - Rotate View tool.

S - Clone Stamp, Pattern Stamp Tools.

T - Type tools.

U - Rectangle, Rounded Rectangle, Ellipse, Polygon, Line, Custom Shape Tools.

V - Move tool.

W - Quick Selection, Magic Wand Tools.

X - Switch Foreground/Background colors.

Y - History Brush, Art History Brush Tools.

Z - Zoom tool.

+ (plus) - Add mode (Shape tools).

– (minus) - Subtract mode (Shape tools).

, - Previous Brush.

. - Next Brush.

/ (forward slash) - Lock transparent pixels on/off.

] - Increase Brush Size.

[- Decrease Brush Size.

{ - Decrease Brush Hardness.

< - First Brush.

> - Last Brush.

/ - Lock Layer.

= (equal sign) / - (hyphen) - Increase/decrease Adjustment Brush tool flow in increments of 10.

\ (backslash) - Toggle layer mask on/off as rubylith (layer mask must be selected).

0 (zero) - Mixer Brush changes Wet and Mix to zero.

1...9 - Mixer Brush changes Wet setting.

F1 - Photoshop Help Photoshop Help.

F2 - Cut.

F3 - Copy.

F4 - Paste.

F5 - Show/Hide Brush panel.

F6 - Show/Hide Color panel.

F7 - Show/Hide Layers panel.

F8 - Show/Hide Info panel.

F9 - Show/Hide Actions panel.

F12 - Revert to last saved state.

Ctrl + [or] - Move target layer down/up.

Ctrl + + (plus) - Zoom in.

Ctrl + - (minus) - Zoom out.

Ctrl + 0 - Fit on Screen.

Ctrl + ' - Show/Hide Grid.

Ctrl + 1 - Zoom to 100%.

Ctrl + 2 - Select composite channel.

Ctrl + 3 (red), 4 (green), 5 (blue) - Select individual channels.

Ctrl + A - Select all.

Ctrl + B - Adjust Color Balance.

Ctrl + C - Copy.

Ctrl + D - Delete current selection / Deselect selected curve points / Deselect all.

Ctrl + E - Merge Layers.

Ctrl + F - Last Filter.

Ctrl + G - Group layers.

Ctrl + H - Hide/Show selection on selected type.

Ctrl + I - Invert.

Ctrl + J - New layer via copy.

Ctrl + K - Preferences.

Ctrl + L - Adjust Levels.

Ctrl + M - Open the Curves dialog box.

Ctrl + N - New File.

Ctrl + O - Open...

Ctrl + P - Print.

Ctrl + Q - Exit.

Ctrl + R - Show/Hide Rulers.

Ctrl + S - Save.

Ctrl + T - Free Transform.

Ctrl + U - Adjust Hue/ Saturation.

Ctrl + V - Paste.

Ctrl + W - Close.

Ctrl + X - Cut.

Ctrl + Y - Proof Colors.

Ctrl + Z - Undo last action.

Ctrl + spacebar - Switch to Zoom In tool.

Ctrl + Tab - Cycle through open documents.

Ctrl + Alt + A - Select all layers.

Ctrl + Alt + G - Create/release clipping mask.

Ctrl + Alt + O - Browse in Bridge.

Ctrl + Alt + R - Open Refine Edge Dialog Box.

Ctrl + Alt + S - Save as copy…

Ctrl + Alt + T - Create a floating selection from the current selection.

Ctrl + Alt + W - Close all.

Ctrl + Alt + Backspace - Fill from history.

Ctrl + Alt - Switch from Path Selection tool to Convert Point tool when pointer is over anchor point.

Ctrl + Alt + Shift + A - Adaptive Wide Angle.

Ctrl + Alt + Shift + G - Grayscale Mix Targeted Adjustment tool.

Ctrl + Alt + Shift + E - Merge a copy of all visible layers into target layer.

Ctrl + Alt + Shift + I - File Info.

Ctrl + Alt + Shift + S - Save for Web.

Ctrl + Shift + D - Restore Last Selection.

Ctrl + Shift + E - Merge visible layers.

Ctrl + Shift + F - Justify paragraph, justifies all.

Ctrl + Shift + G - Ungroup layers.

Ctrl + Shift + H - Hide and unhide path.

Ctrl + Shift + J - Justify paragraph, left aligns last line.

Ctrl + Shift + L/C/R - Align text left/center/right.

Ctrl + Shift + N - Create new layer.

Ctrl + Shift + Q - Choose 0 for tracking.

Ctrl + Shift + T - Replay last Transformation.

Ctrl + Shift + X - Choose 100% horizontal scale.

Ctrl + Shift + Z - Redo last action.

Ctrl + Shift + [or] - Move layer to bottom or top.

Ctrl + Shift + Alt + A - Choose Auto leading.

Ctrl + Shift + Alt + E - Merge a copy of all visible layers into target layer.

Ctrl + Shift + Alt + H - Toggle paragraph hyphenation on/off.

Ctrl + Shift + Alt + T - Toggle single/every-line composer on/off.

Ctrl + Shift + Alt + X - Choose 100% vertical scale.

Alt - Switch to Convert Point Tool (from Pen Tools) when pointer is over anchor or direction point.

Alt + Click color in color bar - Select background color.

Alt + , (comma) - Select bottom layer.

Alt + . (period) - Select top layer.

Alt + [or] - Select next layer down/up.

Alt + Backspace or Ctrl + Backspace† - Fill with foreground or background color.

Alt + Shift +] / Alt + Shift + [- Select next one by one up/down layers .

Alt + Shift + - - Cycle blending modes backward.

Alt + Shift + + (Plus) - Cycle blending modes forward.

Alt + Drag - Make copy of selected layer or selected item.

Alt + Right/Left Arrow - Create Duplicate new layer.

Alt + Spacebar - Zoom Out (toggle).

Alt + E - Edit Menu.

Alt + F - File Menu.

Alt + I - Image Menu.

Alt + L - Layer Menu.

Alt + S - Select Menu.

Alt + T - Filter Menu.

Alt + W - Window Menu.

Alt + F9 - Show/Hide Actions panel.

Alt + Ctrl + A - Select All Layers.

Alt + Ctrl + G - Create/Release Clipping Mask.

Alt + Ctrl + I - Image Size...

Alt + Ctrl + V - Vanishing Point...

Alt + Ctrl + W - Close All.

Alt + Ctrl + Z - Step Backward.

Backspace / Delete - Delete selected curve points.

Space - Hand tool (toggle).

Tab - Show/Hide all panels.

Shift + Tab - Show/Hide all panels except the toolbox and options bar.

Shift + [- Decrease brush hardness by 25% (Brush, Stamp tools).

Shift +] - Increase brush hardness by 25% (Brush, Stamp tools).

Shift +] / Shift + [- Increase/decrease brush feather.

Shift + , - First brush.

Shift + . - Last brush.

Shift + 1-0 - Flow 10% - 100%.

Shift + Drag - Constrain marquee to square or circle.

Shift + Arrow Keys - Extend selection by 1 character.

Shift + Arrow keys - Move the selected point 10 units.

Shift + Arrow Up/Arrow Down - Increase/Decrease selected value by 10%.

Shift + Arrow Up/Arrow Down - Increase/decrease selected values by 10.

Shift + F - Toggle (backward) between Standard screen mode, Full screen mode with menu bar, and Full screen mode.

Shift + F5 - Fill.

Shift + + (plus) or – (minus) - Cycle through blending modes.

Shift + Backspace - Displays Fill dialog box.

Shift + A - Cycle Path / Direct Selection tools.

Shift + B - Cycle Brush / Pencil / Color Replacement / Mixer.

Shift + C - Cycle Crop / Perspective / Slice / Slice Selection.

Shift + E - Cycle Eraser tools.

Shift + G - Cycle Gradient / Paint Bucket / 3D Material Drop.

Shift + I - Cycle Eyedropper / 3D Material / Sampler / Ruler…

Shift + J - Cycle Spot / Healing / Patch / Red Eye / etc.

Shift + L - Cycle Lasso tools.

Shift + M - Cycle Rectangular / Elliptical Marquee tools.

Shift + O - Cycle Dodge / Burn / Sponge tools.
Shift + P - Cycle Pen / Freeform Pen tools .
Shift + S - Cycle Clone / Pattern Stamp tools.
Shift + T - Cycle Type tools.
Shift + U - Cycle Shape tools (Rect / Round Rect / etc.)
Shift + W - Cycle Quick Selection / Magic Wand tools.
Shift + Y - Cycle History / Art History Brush tools.
Shift + Alt + A - Linear Burn.
Shift + Alt + B - Color Burn.
Shift + Alt + C - Color.
Shift + Alt + D - Color Dodge.
Shift + Alt + E - Difference.
Shift + Alt + F - Soft Light.
Shift + Alt + G - Lighten.
Shift + Alt + H - Hard Light.
Shift + Alt + I - Dissolve.
Shift + Alt + J - Linear Light.
Shift + Alt + K - Darken.
Shift + Alt + L - Hard Mix.
Shift + Alt + M - Multiply.
Shift + Alt + N - Set blending mode to Threshold for bitmap images, Normal for all other images.
Shift + Alt + O - Overlay.
Shift + Alt + Q - Behind (Brush tool only).
Shift + Alt + R - Clear (Brush tool only).
Shift + Alt + S - Screen.
Shift + Alt + T - Saturation.
Shift + Alt + U - Hue.
Shift + Alt + V - Vivid Light.
Shift + Alt + W - Linear Dodge.
Shift + Alt + X - Exclusion.
Shift + Alt + Y - Luminosity.
Shift + Alt + Z - Pin Light.
Shift + Alt + [or] - Add to layer selection in Layers panel.
Shift + Alt + drag - Constrain shape and draw marquee from center‡.
Shift + Ctrl + Tab - Switch to previous document.
Shift + Ctrl +] - Bring to front/ bring to back.
Shift + Ctrl + A - Camera Raw Filter.
Shift + Ctrl + Alt + B - Open Black + and + White Dialog Box.
Shft + Ctrl + D - Reselect.
Shft + Ctrl + E - Merge Visible.
Shft + Ctrl + G - Ungroup Layers in Photoshop.
Shift + Ctrl + H - Show Target Path.
Shift + Ctrl + I - Inverse selection.
Shft + Ctrl + K - Color Settings...
Shft + Ctrl + L - Auto Levels.
Shft + Ctrl + N - New Layer...
Shift + Ctrl + R - Lens Correction.
Shft + Ctrl + S Alt + Ctrl + S - Save As...
Shft + Ctrl + U - Desaturate.
Shft + Ctrl + V - Paste Into.
Shft + Ctrl + W - Close and Go To Bridge...
Shft + Ctrl + X - Liquify...
Shft + Ctrl + Y - Gamut Warning.
Shft + Ctrl + Z - Step Forward.
Alt + Shft + Ctrl + K - Keyboard Shortcuts in Photoshop.
Ctrl + Shift + < or > - Decrease or increase type size of selected text 2 points or pixels.
Ctrl + Alt-drag - Create a duplicate of the selection as a floating selection.
Ctrl + Right Arrow, Left Arrow, Up Arrow, or Down Arrow - Move 1 pixel on selected layer right, left, up, down.
Spacebar + F (or right-click canvas background and select color) - Toggle (forward) canvas color.
Spacebar + Shift + F - Toggle (backward) canvas color.
Tab - Cycle through Ctrls on right from top.
Tab + Shift - Navigate between fields in the opposite direction.
Alt + Ctrl + C - Canvas Size in Photoshop.

Adobe Premiere Pro

Ctrl + Alt + N - New Project...
Ctrl + N - New Sequence...
Ctrl + I - Media File Import...
Ctrl + M - Export Media.
Ctrl + / - Create New Bin.
Ctrl + O - Open Project...
Ctrl + S – Save.
Ctrl + Shift + S - Save As...
Ctrl + Alt + S - Save A Copy...
Ctrl + Shift + W - Close Project.
Ctrl + W – Close.
Ctrl + Q – Exit.
Ctrl + T - New Text Layer.
F5 - Capture...
Ctrl + Shift + H - Get Properties for Selection...

Edit...

Ctrl + Z – Undo.
Ctrl + Shift + Z – Redo.
Ctrl + X – Cut.
Ctrl + C – Copy.
Ctrl + V – Paste.
Ctrl + Shift + V - Paste Insert.
Ctrl + Alt + V - Paste Attributes.
Ctrl + A - Select All.
Ctrl + Shift + A - Deselect All.

Ctrl + Alt + K - Keyboard Shortcuts.
Delete – Clear.
Shift + Delete - Ripple Delete.
Ctrl + Shift + / - Duplicate.
Ctrl + F - Find...
Ctrl + E - Edit Original.

Markers...

I - Mark In.
O - Mark Out.
X - Mark Clip.
/ - Mark Selection.
Shift + I - Go To In.
Shift + O - Go-To Out.
Ctrl + Shift + I - Clear In.
Ctrl + Shift + O - Clear Out.
Ctrl + Shift + X - Clear In And Out.
M - Add Marker.
Shift + M - Go To Next Marker.
Ctrl + Shift + M - Go To Previous Marker.
Ctrl + Alt + M - Clear Selected Marker.
Ctrl + Alt + Shift + M - Clear All Markers.

Clip...

G - Audio Gain.
Ctrl + R - Speed/Duration...
Ctrl + G - Group.
Ctrl + Shift + G - Ungroup.
Ctrl + L - Link.
Shift + E - Enable.
, - Insert.
. - Overwrite.
Ctrl + U - Make Subclip...
Shift + G - Audio Channels...

Sequence...

Enter - Render Effects In Work Area.
Ctrl + D - Apply Video Transition.
Ctrl + Shift + D - Apply Audio Transition.
Shift + D - Apply Default Transitions To Selection.
F - Match Frame.
Shift + R - Reverse Match Frame.
Ctrl + K - Split To the Selected File.
Ctrl + Shift + K - Add Edit To All Tracks.
Shift + T - Trim Edit.
E - Extend Selected Edit To Playhead.
; - Lift.
' – Extract.
= - Zoom In.
- - Zoom Out.
Shift + ; - Next In Sequence.
Ctrl + Shift + ; - Previous In Sequence.
S - Snap In Timeline.
Shift + U - Make Subsequence.
Ctrl + Alt + A - Add New Caption Track.
Ctrl + Alt + C - Add Caption At Playhead.
Ctrl + Alt + Down - Go To Next Caption Segment.
Ctrl + Alt + Up - Go To Previous Caption Segment.

Timeline Panel...

Backspace - Clear Selection.
Alt + - - Decrease Audio Tracks Height.
Ctrl + - - Decrease Video Tracks Height.
Alt + = - Increase Audio Tracks Height.
Ctrl + = - Increase Video Tracks Height.
Alt + Shift + Left - Nudge Clip Selection Left Five Frames.
Alt + Left - Nudge Clip Selection Left One Frame.
Alt + Shift + Right - Nudge Clip Selection Right Five Frames.
Alt + Right - Nudge Clip Selection Right One Frame.
Alt + Backspace - Ripple Delete.
Alt + [- Set Work Area Bar In Point.
Alt +] - Set Work Area Bar Out Point.
Page Down - Show Next Screen.
Page Up - Show Previous Screen.
Alt + Shift + , - Slide Clip Selection Left Five Frames.
Alt + , - Slide Clip Selection Left One Frame.
Alt + Shift +. - Slide Clip Selection Right Five Frames.
Alt +. - Slide Clip Selection Right One Frame.
Ctrl + Alt + Shift + Left - Slip Clip Selection Left Five Frames.
Ctrl + Alt + Left - Slip Clip Selection Left One Frame.
Ctrl + Alt + Shift + Right - Slip Clip Selection Right Five Frames.
Ctrl + Alt + Right - Slip Clip Selection Right One Frame.

Graphics...

Ctrl + T – Text.
Ctrl + Alt + R – Rectangle.
Ctrl + Alt + E - Ellipse.
Ctrl + Shift + C - Center Alignment.
Ctrl + Shift + L - Left Alignment.
Ctrl + Shift + R - Right Alignment.
Ctrl + Shift +] - Bring To Front.
Ctrl +] - Bring forward.
Ctrl + [- Send Backward.
Ctrl + Shift + [- Send To Back.
Ctrl + Alt +] - Select Next Layer.
Ctrl + Alt + [- Select Previous Layer.

Window...

Alt + Shift + 0 - Reset To Saved Layout.
Shift + 9 - Audio Clip Mixer.
Shift + 6 - Audio Track Mixer.
Shift + 5 - Effect Controls.
Shift + 7 – Effects.
Shift + 8 - Media Browser.
Shift + 4 - Program Monitor.
Shift + 1 – Projects.
Shift + 2 - Source Monitor.
Shift + 3 – Timelines.

Essential Graphics Panel...

Ctrl + T - New Text Layer.
Ctrl + Alt + R – Rectangle.
Ctrl + Alt + E – Ellipse.
Ctrl + Shift +] - Bring To Front.
Ctrl +] - Bring forward.
Ctrl + [- Send Backward.
Ctrl + Shift + [- Send To Back.
Ctrl + Alt +] - Select Next Layer.
Ctrl + Alt + [- Select Previous Layer.
Backspace - Clear Selection.
Alt + Up - Increase Leading by One Unit.
Alt + Down - Decrease Leading by One Unit.
Alt + Shift + Up - Increase Leading by Five Units.
Alt + Shift + Down - Decrease Leading by Five Units.
Ctrl + Alt + Right - Increase Font Size by One Unit.
Ctrl + Alt + Left - Decrease Font Size by One Unit.

Ctrl + Alt + Shift + Right - Increase Font Size by Five Units.

Ctrl + Alt + Shift + Right - Decrease Font Size by Five Units.

Program Monitor Panel...

Ctrl + R - Show Rulers.

Ctrl + ; - Show Guides.

Ctrl + Shift + ; - Snap In Program Monitor.

Ctrl + Alt + Shift + R - Lock Guides.

Shift + Ctrl + Up - Nudge Selected Object Up by Five Frames.

Shift + Ctrl + Right - Nudge Selected Object Right by Five Frames.

Shift + Ctrl + Left - Nudge Selected Object Left by Five Frames.

Shift + Ctrl + Down - Nudge Selected Object Down by Five Frames.

Ctrl + Up - Nudge Selected Object Up by One Frame.

Ctrl + Right - Nudge Selected Object Right by One Frame.

Ctrl + Left - Nudge Selected Object Left by One Frame.

Ctrl + Down - Nudge Selected Object Down by One Frame.

Multi-Camera...

Down - Go To Next Edit Point.

Shift + Down - Go To Next Edit Point on Any Track.

Up - Go To Previous Edit Point.

Shift + Up - Go To Previous Edit Point on Any Track.

Shift + End - Go To Selected Clip End.

Shift + Home - Go To Selected Clip Start.

End - Go To Sequence Clip End.

Home - Go To Sequence Clip Start.

] - Increase Clip Volume.

Shift +] - Increase Clip Volume Many.

Shift + ` - Maximize Or Restore Active Frame.

` - Maximize Or Restore Frame Under Cursor.

Shift + - - Minimize All Tracks.

Shift + K - Play Around.

Ctrl + Shift + Space - Play In To Out.

Shift + Space - Play In to Out With Preroll/Post-roll.

Ctrl + Space - Play From Playhead To Out Point.

Space - Play Stop Toggle.

Ctrl + Shift + F - Reveal Nested Sequence.

W - Ripple Trim Next Edit To Playhead.

Q - Ripple Trim Previous Edit To Playhead.

1 - Select Camera 1.

2 - Select Camera 2.

3 - Select Camera 3.

4 - Select Camera 4.

5 - Select Camera 5.

6 - Select Camera 6.

7 - Select Camera 7.

8 - Select Camera 8.

9 - Select Camera 9.

Shift + F - Select Find Box.

D - Select Clip At Playhead.

Ctrl + Down - Select Next Clip.

Ctrl + Shift +. - Select Next Panel.

Ctrl + Up - Select Previous Clip.

Ctrl + Shift + , - Select Previous Panel.

Shift + P - Set Poster Frame.

J - Shuttle Left.

L - Shuttle Right.

Shift + J - Shuttle Slow Left.

Shift + L - Shuttle Slow Right.

K - Shuttle Stop.

Left - Step Back.

Shift + Left - Step Back Five Frames – Units.

Right - Step forward.

Shift + Right - Step forward Five Frames – Units.

Ctrl + 9 - Toggle All Audio Targets.

Ctrl + Alt + 9 - Toggle All Source Audio.

Ctrl + Alt + 0 - Toggle All Source Video.

Ctrl + 0 - Toggle All Video Targets.

Shift + S - Toggle Audio During Scrubbing.

Ctrl + ` - Toggle Full Screen.

Shift + 0 - Toggle Multi-Camera View.

Shift + T - Toggle Trim Type.

Ctrl + Left - Trim Backward.

Ctrl + Shift + Left - Trim Backward Many.

Ctrl + Right - Trim forward.

Ctrl + Shift + Right - Trim forward Many.

Ctrl + Alt + W - Trim Next Edit To Playhead.

Ctrl + Alt + Q - Trim Previous Edit To Playhead.

Legacy Titler Panel...

A - Arc Tool.

Ctrl + B – Bold.

E - Ellipse Tool.

Ctrl + Alt + Shift + C - Insert Copyright Symbol.

Ctrl + Alt + Shift + R - Insert Registered Symbol.

Ctrl + I – Italic.

L - Line Tool.

Shift + Down - Nudge Selected Object Down by Five Pixels.

Down - Nudge Selected Object Down by One Pixel.

Shift + Left - Nudge Selected Object Left by Five Pixels.

Left - Nudge Selected Object Left by One Pixel.

Shift + Right - Nudge Selected Object Right by Five Pixels.

Right - Nudge Selected Object Right by One Pixel.

Shift + Up - Nudge Selected Object Up by Five Pixels.

Up - Nudge Selected Object Up by One Pixel.

P - Pen Tool.

Ctrl + Shift + D - Position Objects To Bottom Title Safe Margin.

Ctrl + Shift + F - Position Objects To Left Title Safe Margin.

Ctrl + Shift + O - Position Objects To Top Title Safe Margin.

R - Rectangle Tool.

O - Rotation Tool.

V - Selection Tool.

T - Type Tool.

Ctrl + U – Underline.

C - Vertical Type Tool.

W - Wedge Tool.

Title...

Ctrl + J - Templates.

Project Panel...

Ctrl + B - New Bin.

Backspace – Delete.

Ctrl + Page Up – List.

Ctrl + Page Down – Icon.

Shift + H - Hover Scrub.

Ctrl + Delete - Delete Selection With Options.

Shift + Down - Extend Selection Down.

Shift + Left - Extend Selection Left.

Shift + Right - Extend Selection Right.
Shift + Up - Extend Selection Up.
Down - Move Selection Down.
End - Move Selection End.
Home - Move Selection Home.
Left - Move Selection Left.
Page Down - Move Selection Page Down.
Page Up - Move Selection Page Up.
Right - Move Selection Right.
Up - Move Selection Up.
Tab - Next Column Field.
Enter - Next Row Field.
Shift + O - Open In Source Monitor.
Shift + Tab - Previous Column Field.
Shift + Enter - Previous Row Field.
Shift +] - Thumbnail Size Next.
Shift + [- Thumbnail Size Previous.
Shift + \ - Toggle View.
= - Zoom In.
- - Zoom Out.

Audio Track Mixer Panel...

Show/Hide Tracks - Ctrl + Alt + T.
Loop - Ctrl + L.
Meter Input(S) only - Ctrl + Shift + I.

Capture Panel...

V - Record Video.
A - Record Audio.
E – Eject.
F - Fast forward.
Q - Go To In Point.
W - Go To Out Point.
G – Record.
R – Rewind.
Left - Step Back.
Right - Step forward.
S – Stop.

Effect Controls Panel...

Backspace - Remove Selected Effect.
Ctrl + L - Loop During Audio only Playback.

Effects Panel...

Ctrl + / - New Custom Bin.
Backspace - Delete Custom Item.

History Panel...

Left - Step Backward.
Right - Step forward.
Backspace – Delete.

Media Browser Panel...

Shift + O - Open In Source Monitor.
Shift + Left - Select Directory List.
Shift + Right - Select Media List.

Metadata Panel...

Ctrl + L – Loop.
Space - Play/Stop.

Help...

F1 - Premiere Pro Help...

Basic Shortcut Keys

Ctrl + C - Copy the Selected Item.

Ctrl + X - Cuts the Selected Item.

Ctrl + V - Paste the Selected Item.

Ctrl + A - Select All Text/File.

Ctrl + B - Change Selected Text to Be Bold.

Ctrl + I - Change Selected Text to Be in Italics.

Ctrl + U - Change Selected Text to Be Underlined.

Ctrl + F - Open Find Window for Current Document or Window.

Ctrl + E - Center Text.

Ctrl + N - Create A New, Blank Document in Some Software Programs.

Ctrl + O - Open A File in Current Software Program.

Ctrl + S - Save Current Document File.

Ctrl + Y - Redo Last Action.

Ctrl + Z - Undo Last Action.

Ctrl + F4 - Close Window in Program.

Ctrl + D - Bookmarks the Current Page in Most internet Browsers.

Ctrl + P - Print the Current Page or Document.

Ctrl + Home - Go to the Beginning of the Document.

Ctrl + Esc - Opens the Windows Start Menu.

Alt + Esc - Switch Between Applications on the Taskbar.

Ctrl + End - Go to the End of A Document.

Ctrl + (Left Arrow) - Move one Word to the Left at A Time.

Ctrl + (Right Arrow) - Move one Word to the Right at A Time.

Ctrl + ins - Copy the Selected Item.

Alt + F4 - Close Current Open Program.

Alt + F - File Menu Options in the Current Program.

Alt + Tab - Switch Between Open Programs.

Alt + Shift + Tab - Switch Backward Between Open Programs.

Alt + E – Edit Options in the Current Program.

Ctrl + K - insert Hyperlink for Selected Text.

Alt + Enter - Open the Properties for the Selected Item (File, Folder, Shortcut Etc.)

F1 - Universal Help (for Any Sort of Program).

F2 - Rename A Selected File.

F3 - Start Find from the Desktop.

F4 - Open the Drive Selection When Browsing.

F5 - Refresh the Current Program Window.

Ctrl + Alt + Delete - Many Tasks Like Restart, Logoff, Shutdown, Sleep, And Task Manager Etc.

Shift + Delete - Delete Programs/Files Permanently.

Shift + ins - Paste the Selected Item.

Home - Go to the Beginning of Current Line.

Ctrl + ←Backspace - Delete Previous Word.

Ctrl +Shift + Esc - Opens Windows Task Manager.

End - Go to the End of the Current Line.

Shift + Home - Highlight from Current Position to Beginning of the Line.

Shift + End - Highlight from Current Position to End of the Line.

Chrome

Ctrl + A - Select Everything on a Page.

Ctrl + D - Add a Bookmark for the Page Currently Opened.

Ctrl + F - Open the "Find" Bar to Search Text on the Current Page.

Ctrl + G - Jump to the Next Match to Your Find Bar Search.

Ctrl + H - Open History in a New Tab.

Ctrl + J - Display the Downloads Window.

Ctrl + K or Ctrl + E - Moves Your Text Cursor to the Omnibox So That You Can Begin Typing Your Search Query and Perform a Google Search.

Ctrl + L - Move the Cursor to the Browser Address Bar and Highlight Everything in It.

Ctrl + N - Open a New Browser Window.

Ctrl + O - Open a File in the Browser.

Ctrl + P - Print Current Page or Frame.

Ctrl + R or F5 - Refresh the Current Page or Frame.

Ctrl + S - Saves the Current Page.

Ctrl + T - Open a New Tab.

Ctrl + U - View a Web Page's Source Code.

Ctrl + W - Closes the Currently Selected Tab.

Ctrl + 1-8 - Pressing Ctrl and Any Number 1 Through 8 Will Move to the Corresponding Tab in Your Tab Bar.

Ctrl + 9 - Switch to Last Tab.

Ctrl + 0 - Reset Browser Zoom to Default.

Ctrl + Tab - Moves Through Each of the Open Tabs Going to the Right.

Ctrl + (- or +) - Zoom in Our Out of A Page '-' Will Decrease and '+' Will increase. Ctrl+0 Will Reset Back to Default.

Ctrl + Left-Click - Open the Link in A New Tab in the Background.

Ctrl + Shift Left-Click - Open the Link in A New Tab and Switch to the New Tab.

Ctrl + Backspace - Delete the Previous Word in a Text Field.

Alt + Home - Open the Home Page in the Current Tab.

Ctrl + Page Down - Open the Browser Tab to the Right.

Ctrl + Page Up - Open the Browser Tab to the Left.

Ctrl + Left Arrow - Move Your Cursor to the Beginning of the Previous Word in A Text Field.

Ctrl + Right Arrow - Move Your Cursor to the Next Word.

Spacebar - Moves Down a Page at a Time.

Home - Go to top of Page.

End - Go to Bottom of Page.

Esc - Stop the Page Loading.

Tab - Browse Clickable Items Moving forward.

Shift + Tab - Browse Clickable Items Moving Backward.

F1 - Open the Chrome Help Center in A New Tab.

F3 - Open the Find Bar to Search the Current Page.

F5 - Reload Current Page.

F6 - Jump to the Address Bar.

F7 - Turn on Caret Browsing.

F10 - Set Focus on the Rightmost Item in the Chrome toolbar.

F11 - toggle Full-Screen Mode.

F12 - Open Developer tools.

Esc - Stop Page or Download from Loading.

Space or Pgdn - Scroll Down A Webpage, A Screen at A Time.

Shift + Space or Pgup - Scroll Up A Webpage, A Screen at A Time.

Shift + Spacebar - Moves Up A Page at A Time.

Shift + Esc - Open the Chrome Task Manager

Ctrl + + - Make Everything on the Page Bigger.

Ctrl + - - Make Everything on the Page Smaller.

Ctrl + 0 - Return Everything on the Page to Default Size.

Alt + Home - Open Your Homepage.

Alt + Tab - toggle Between Browser Windows.

Ctrl + F4 - Close the Current Tab.

Alt + D or F6 - Jump to the Address Bar.

Alt + F or Alt + E - Open the Chrome Menu.

Alt + Left Arrow - Open the Previous Page from Your Browsing History in the Current Tab.

Alt + Right Arrow - Open the Next Page from Your Browsing History in the Current Tab.

Alt + F4 - Close the Current Window.

Ctrl + Shift + Del - Open the Clear Data Window to Quickly Clear Private Data.

Ctrl + Shift + B - toggle the Bookmarks Bar Between Hidden and Shown.

Ctrl + Shift + D - Save All Open Tabs as Bookmarks in A New Folder

Ctrl + Shift + O - Open the Bookmark Manager.

Ctrl + Shift + G - Jump to the Previous Match to Your Find Bar Search.

Ctrl + Shift + J - Open Developer tools.

Ctrl + Shift + N - Open A New Window in incognito (Private) Mode.

Ctrl + Shift + M - Log in A Different User or Browse as A Guest.

Ctrl + Shift + W - Closes the Currently Selected Window.

Ctrl + Shift + T - Reopens the Last Tab You've Closed. If You've Closed Multiple Tabs You Can Press This Shortcut Key Multiple Times to Restore Each of the Closed Tabs.

Ctrl + Shift + Tab - Moves Through Each of the Open Tabs Going to the Left.

Alt + Down Arrow - Display All Previous Text Entered in A Text Box and Available Options on A Drop-Down Menu.

Alt + Space + N - Minimize the Current Window.

Alt + Space + X - Maximize the Current Window.

Alt + F + X - Quit Google Chrome.

Shift + Alt + T - Set Focus on the First Item in the Chrome toolbar.

Alt + Shift + I - Open A Feedback form.

Type A Search Engine Name and Press Tab - Search Using A Different Search Engine

Type A Site Name + Ctrl + Enter - Add www.and.com to A Site Name, and Open It in the Current Tab.

Type A Search Term + Alt + Enter - Open A New Tab and Perform a Google Search.

Ctrl + Click A Link - Open A Link in New Background Tab.

Ctrl + Shift + Click A Link - Open A Link, and Jump to It.

Drag A Link to A Blank Area of the Tab Strip - Open A Link, and Jump to It (Mouse only)

Shift + Click A Link - Open A Link in A New Window.

Drag the Tab Out of the Tab Strip - Open A Tab in A New Window (Mouse only)

Drag the Tab into An Existing Window - Move A Tab to A Current Window (Mouse only)

Press Esc While Dragging - Return A Tab to Its original Position.

Drag the Web Address to the Bookmarks Bar - Save the Current Webpage as A Bookmark.

Shift + Scroll Your Mousewheel - Scroll Horizontally on the Page.

Alt + Click A Link - Download the Target of a Link.

Shift + Scroll Your Mousewheel - Scroll Horizontally on the Page.

Double-Click A Blank Area of the Tab Strip - Switch Between Maximized and Windowed Modes.

Ctrl + Scroll Your Mousewheel Up - Make Everything on the Page Bigger.

Ctrl + Scroll Your Mousewheel Down - Make Everything on the Page Smaller.

Command Prompt

How to Access Command Prompt?

Ans - Simply by typing cmd in the Start Menu search bar.

Or, you can press Ctrl + R to open the Run utility, type cmd, and press Enter.

Alt + F4 (or type “exit” at the prompt) - Close the Command Prompt.

Alt + Enter - Toggle between full-screen and windowed mode.

Home/End - Move the insertion point to the beginning or end of the current line (respectively).

Ctrl + Left/Right Arrow - Move the insertion point to the beginning of the previous or next word (respectively) on the current line.

Ctrl + Up/Down Arrow - Scroll the page up or down without moving the insertion point.

Ctrl + M - Enter or exit Mark Mode. While in mark mode, you can use all four arrow keys to move your cursor around the window. Note that you can always use the Left and Right arrow keys to move your insertion point left or right on the current line, whether Mark Mode is on or off.

Ctrl + A - Selects all text on the current line. Press Ctrl + A again to select all text in the CMD buffer.

F1 - Pastes the last executed command (character by character).

F2 - Copies characters from the previous command.

F3 - Repeats the last command.

F4 - Deletes current prompt text up to the entered character.

F5 - Pastes recently executed commands (does not cycle).

F6 - Pastes ^Z to the prompt.

F7 - Shows list of all previous commands from the command history.

F8 - Type character and press F8 key to cycle through matching commands.

F9 - Asks for the number of the command from the F7 list to paste.

Up Arrow - Cycles through previous commands from the command history.

Right Arrow - Auto-fills characters from previous command one by one.

Tab - Auto-fills file/folder names.

Alt + F7 - Clears command history.

Esc - Erases current line.

Shift + Left Arrow/Right Arrow - Extend current selection by one character to the left or right.

Shift + Ctrl + Left Arrow/Right Arrow - Extend current selection by one word to the left or right.

Shift + Arrow Up/Arrow Down - Extend current selection by one line up or down. The selection extends to the same position in the previous or next line as the position of the insertion point in the current line.

Shift + Home - Extend current selection to the beginning of a command. Press Shift + Home again to include the path (e.g., C\Windows\system32) in the selection.

Shift + End - Extend current selection to the end of the current line.

Ctrl + Shift + Home/End - Extent current selection to the beginning or end of the screen buffer (respectively).

Shift + Page Up/Page Down - Extend current selection by one page up or down.

Ctrl + C (or Ctrl + Insert) - Copy currently selected text. Note that this only works if you some text selected. If you don’t, then Ctrl + C aborts the current command (which we describe more in just a bit).

F2 and then a letter - Copy text to the right of the insertion point up to the letter you typed.

Ctrl + V (or Shift + Insert) - Paste text from the clipboard.

Backspace - Delete the character to the left of the insertion point.

Ctrl + Backspace - Delete the word to the left of the insertion point.

Tab - Autocomplete a folder name.

Escape - Delete the current line of text.

Insert - Toggle insertion mode. When insertion mode is on, anything you type is inserted at

your current location. When it’s off, anything you type overwrites what’s already there.

Ctrl + Home/End - Delete text from the insertion point to the beginning or end of the current line.

Ctrl + Z - Marks the end of a line. Text you type after that point on that line will be ignored.

F3 - Repeat the previous command.

Up/Down Arrow - Scroll backward and forwards through previous commands you’ve typed in the current session. You can also press F5 instead of the Up Arrow to scroll backward through the command history.

Right Arrow (or F1) - Recreate the previous command character by character.

F7 - Show a history of previous commands. You can use the Up/Down arrow keys to select any command and then hit Enter to execute the command.

Alt + F7 - Clear the command history.

F8 - Move backward in the command history to commands matching the current command. This is useful if you want to type part of a command you’ve used several times and then scroll back in your history to find the exact command you want to repeat.

Ctrl + C - Abort the current line you’re typing or a command that is currently executing. Note that this command only aborts a line you’re typing if you have no text selected. If you do have text selected, it copies the text instead.

addusers - Used to add and list users in a CSV file.

admodcmd - Used for bulk modifying contents in an active directory.

arp - Address Resolution Protocol is used to map IP address to the hardware address.

assoc - Used to change associations for file extensions.

associat - One step file association.

at - Run a command at a specific time.

atmadm - Display connection info of the ATM adapter.

attrib - Used to change file attributes.

bcdboot - Used to create and repair a system partition.

bcdedit - Used to manage boot configuration data.

bitsadmin - Used to manage the Background Intelligent Transfer Service.

bootcfg - Used to edit boot configuration in Windows.

break - Enable/Disable break capability (CTRL + C) in CMD.

cacls - Used to change permissions of files.

call - Used one batch program to call another.

cd - Used to change folder (directory) or go to a specific one.

certreq - Used to request a certificate from a certification authority.

certutil - Manage Certification Authority files and services.

change - Used to change terminal services.

chcp - Displays the number of active console code page.

chdir - Same as cd command.

chkdsk - Used to check and repair issues in the disk.

chkntfs - Used to check the NTFS file system.

choice - Accept user input (via keyboard) to a batch file.

cipher - Used to encrypt/decrypt files and folder.

cleanmgr - Used clean temp files and recycle bin automatically.

clip - Copy result of any command (stdin) to Windows clipboard.

cls - Clear CMD screen.

cmd - Used to start a new CMD shell.

cmdkey - Used to manage stored usernames and passwords.

cmstp - Used to install or remove a connection manager service profile.

color - Change the color of the CMD shell using options.

comp - Compare contents of two files or two sets of files.

compact - Compress files and folders on an NTFS partition.

compress - Compress one or more files.

convert - Convert a FAT partition to NTFS.

copy - Copy one or more files to another location.

coreinfo - Show the mapping between logical and physical processors.

cprofile - Cleans specified profiles of wasted space and disabled user-specific file associations.

cscmd - Configure offline files on a client computer.

csvde - Import or Export the data of an active directory.

date - Used to display the date or change it.

defrag - Used to defragment system hard drive.

del - Used to delete a file(s).

delprof - Used to delete user profile(s).

deltree - Used to delete a folder and its sub-folders.

devcon - Access the command line device manager utility.

dir - Used to display files and folders list.

dirquota - Manage File Server Resource Manager quotas.

diruse - Used to display disk usage.

diskcomp - Compare contents of two floppy disks.

diskcopy - Copy data of one floppy disk to another.

diskpart - Make changes to partitions of storage, both internal and connected.

diskshadow - Access the Disk Shadow Copy Service.

diskuse - View used space in folder(s).

doskey - Used to edit command line, recall commands, and create macros.

driverquery - Display a list of installed device drivers.

dsacls - View and edit access control entries for objects in active directory.

dsadd - Used to add objects to active directory.

dsget - View objects in active directory.

dsmgmt - Manage Active Directory Lightweight Directory Services.

dsmod - Used to modify objects in an active directory.

dsmove - Rename or move an active directory object.

dsquery - Find objects in an active directory.

dsrm - Remove objects from an active directory.

echo - Turn command-echoing feature on/off, display a message on the screen.

endlocal - End localization environment changes in a batch file.

erase - Used to delete on or more file(s).

eventcreate - Add custom event to Windows event log (Admin rights required).

eventquerry - Display list of events and their properties from event logs.

eventtriggers - Display and configure event triggers on local and remote machines.

exit - Exit the command line (Quit current batch script).

expand - Uncompress one or more .CAB file(s).

explorer - Open Windows Explorer.

extract - Uncompress one or more Windows cabinet file(s).

fc - Used to compare two files.

find - Used to search a specified text string in a file.

findstr - Used to find string patterns in files.

finger - Display information about user(s) on a specified remote computer.

flattemp - Used to enable/disable flat temporary folders.

For - Run a command in a loop for a file(s) for defined parameter.

forfiles - Used for batch processing of selected file(s).

format - Used to format a disk.

freedisk - Used to check free space on a disk.

fsutil - File system utility to manage file and drive properties.

ftp - Use FTP service to transfer files from one PC to another.

ftype - Display/ Modify file extension type associations.

getmac - Used to display the MAC address of your network adapter.

goto - Used to direct a batch program to a line identified by a label.

gpresult - Display Group Policy Settings and Resultant Set of Policy for a user.

gpupdate - Update local and active directory based on group policy settings.

graftabl - Turn on the ability to display an extended character in graphics mode.

help - Display a list of commands and see online information for them.

hostname - Used to display host name of the computer.

icacls - Used to change permissions of files and folders.

iexpress - Used to create a self-extracting zip archive.

if - Used for conditional processing in batch programs.

ifmember - Display the group(s) an active user belongs to.

inuse - Replace the files which the OS is currently using (restart required).

ipconfig - Display and change Windows IP configuration.

ipseccmd - Used to configure IP Security policies.

ipxroute - Display and modify routing table information used by IPX protocol.

irftp - Used to send files over an infrared link (infrared functionality required).

label - Used to change the name of a disk.

lodctr - Update registry values with latest performance counters.

logman - Used to manage performance monitor logs.

logoff - Log a user off.

logtime - Add the date, time, and a message to a text file.

lpq - Displays print queue status.

lpr - Used to send a file to a computer running the Line Printer Daemon service.

macfile - Manage files server for Mackintosh.

makecab - Used to create .cab files.

mapisend - Used to send email from command line.

mbsacli - Microsoft Baseline Security Analyser.

md - Used to create directories and sub-directories.

mem - Used to show memory usage.

mkdir - Used to create directories and sub-directories.

mklink - Used to create symbolic link to a directory.

mmc - Access Microsoft Management Console.

mode - Configure COM, LPT, CON system devices.

more - Display one screen of output at time.

mountvol - Create, list, or delete a volume mount point.

move - Used to move files from one folder to another.

moveuser - Move user account to a domain or between machines.

msg - Used to send a pop-up message to a user.

msiexec - Install, modify, configure using Windows Installer.

msinfo32 - Display system information.

mstsc - Create a remote desktop connection.

nbstat - Display NetBIOS over TCP/IP information.

net - Used to manage network resources and services.

netdom - Network Domain Manager utility.

netsh - Display or modify network configuration.

netstat - Display active TCP/IP connections.

nlsinfo - Used to display locale information.

nltest - List domain controllers, force remote shutdown, etc.

now - Display date and time.

nslookup - Check IP address on a Name Server.

ntbackup - Backup data to tape using CMD or batch file.

ntcmdprompt - Runs cmd.exe instead of command.exe in an MS-DOS application.

ntdsutil - Manage Active Directory Domain Services.

ntrights - Used to edit user account privileges.

ntsd - Only for system developers.

nvspbind - Used to modify network bindings.

openfiles - Queries or displays open files.

pagefileconfig - Display and configure Virtual memory settings.

path - Set PATH environment variable for executable files.

pathping - Latency and Packet loss info for each node in the network path.

pause - Used to stop processing of a batch file.

pbadmin - Starts Phone Book Administrator.

pentnt - Detect Floating Point Division error in the Pentium chip.

perfmon - Access performance monitor in CMD.

perms - Display a user\’s ACL permissions for a file.

ping - Test network connection to a computer.

popd - Go to the latest path/folder stored by PUSHD command.

portqry - Display TCP and UDP port status.

powercfg - Used to configure power settings and know battery health.

print - Used to print a text file(s) from CMD.

printbrm - For backup/recovery/migration of the print queue.

prncnfg - Used to configure/rename a printing device.

prndrvr - List/add/delete printer drivers.

prnjobs - List/pause/resume/cancel print jobs.

prnmngr - List/add/delete printers, display/set default printer.

prnport - List/create/delete TCP printer ports, display/change port configuration.

prnqctl - Clear printer queue, print a test page.

procdump - Monitor system for CPU spikes, generate a crash report during a spike.

prompt - Used to change the Prompt in CMD.

psexec - Run a CMD process on a remote computer.

psfile - Display remotely opened files, close an open file.

psinfo - List system information about a local/remote machine.

pskill - Kill a process(es) using its name or process ID.

pslist - Display process status and info about active processes.

psloggedon - See active users on machine.

psloglist - Display event log records.

pspasswd - Used to change account password.

psping - Used to measure network performance.

psservice - Display and control services on a machine.

psshutdown - Shutdown/restart/logoff/lock a local or remote machine.

pssuspend - Used to suspend a process on a local or remote computer.

pushd - Change current folder and store previous folder for use by POPD.

qgrep - Search file(s) for a given string pattern.

query process or qprocess - Display information about processes.

rasdial - Display Remote Access Service Status.

rasphone - Manage RAS connections.

rcp - Copy files to a computer running remote shell service.

rd - Used to delete a folder(s).

recover - Recover readable data from a defective disk.

reg - Display/add/change registry keys and values in Windows registry.

regedit - Import/export/delete settings from a .reg text file.

regini - Used to change registry permissions.

regsvr32 - Used to register/unregister a DLL file.

relog - Export performance counters to other formats like TSV, CSV, SQL.

rem - Add comments in batch file.

ren - Used to rename a file(s).

replace - Used to replace a file with another file of same name.

reset session - Used to reset a remote desktop session.

rexec - Run commands on remote machines running Rexec service.

rmdir - Used to delete a folder(s).

rmtshare - Manage file and printer shares local or remote servers.

robocopy - Used to copy files and folders that have changed.

route - Display/change the local IP routing table.

rsh - Run commands on remote servers running RSH service.

rsm - Manage media resources using Removable storage.

runas - Run a program as a different user.

rundll32 - Used to run a DLL program.

sc - Use Service Controller to manage Windows services.

schtasks - Schedule command(s) to run at a specific time.

secedit - Configure system security.

set - Display/set/remove environment variables in CMD.

setlocal - Control visibility of environment variables in a batch file.

setspn - Manage Service Principal Names for an Active Directory service account.

setx - Set Environment Variables permanently.

sfc - System File Checker.

share - List/edit a file share or print on any computer.

shellrunas - Used to run a command as a different user.

shift - Change the position of the batch parameters in a batch file.

shortcut - Create a Windows shortcut.

shutdown - Shutdown the computer.

sleep - Put computer to sleep for specified number of seconds.

slmgr - Software Licensing Management tool for activation and KMS.

sort - Used to sort and display a redirected or piped input.

start - Start a program, command, or batch file.

strings - Find ANSI and UNICODE strings in binary files.

subinacl - Display/modify ACEs for file and folder permissions.

subst - Associate a path with a drive letter.

sysmon - Monitor and log system activity to Windows event log.

systeminfo - Display detailed configuration information about the computer.

takeown - Used to take the ownership of a file.

taskkill - Used to terminate on or more running processes.

tasklist - Display a list of running apps and services.

tcmsetup - Enable/disable TAPI client.

telnet - Communicate with a remote machine using TELNET protocol.

tftp - Transfer files to and from a remote machine running TFTP protocol.

time - Display/change system time.

timeout - Delay a batch file execution for specified seconds.

title - Change the text on top of CMD window.

touch - Change file timestamps.

tracerpt - Process event trace logs and generate trace analysis report.

tracert - Trace route to a remote host by sending ICMP request messages.

tree - Display a folder structure in the form of a graphical tree.

tsdiscon - Terminate a remote desktop connection.

tskill - Terminate a running process on an RD Session Host server.

tssutdn - Shutdown/reboot a terminal server remotely.

type - Show contents of a text file.

typeperf - Write performance data to a CMD window or a log file.

tzutil - Time Zone Utility.

unlodctr - Remove performance counter names and explain text for a service from the registry.

ver - Show version number of installed OS.

verify - Verify whether files are saved correctly on the disk.

vol - Show disk volume label and serial number.

vssadmin - Show shadow copy backups, installed shadow copy writers and providers.

w32tm - Access Windows Time Service Utility.

waitfor - Used to synchronize events between networked computer(s).

wevtutil - Retrieve information about event logs and publishers.

where - Find and display file(s) in the current directory.

whoami - Display information about the active user.

windiff - Compare contents of two files or sets of files.

winrm - Windows Remote Management.

winrs - Windows Remote Shell.

wmic - Windows Management Instrumentation Command.

wuauclt - Windows Update Agent to download new update files.

xcalcs - Change ACLs for files and folders.

xcopy - Copy files or directory trees to another folder.

CorelDRAW

A - Spiral Tool.

B - Aligns Selected Objects to the Bottom.

C - Vertically Aligns the Centers of the Selected Objects.

D - Graph Paper tool.

E - Align Horizontal Center.

G - Adds A Fill to Object(S); Clicking and Dragging on Object(S) Applies A Fountain Fill.

H - Hand tool.

I - Artistic Media tools.

L - Aligns Selected Objects to the Left.

M - Converts an Object to A Mesh Fill Object.

N - Brings Up the Navigator Window Allowing You to Navigate to any Object in the Document.

P - Align Center Page.

R- Aligns Selected Objects to the Right.

T - Aligns Selected Objects to the top.

X - Eraser tool.

Y - Polygon tool.

1 - Moves Cursor Left One Character.

2 - Moves Cursor Right One Character.

3 - Moves Cursor Up One Line.

4 - Moves Cursor Down One Line.

Alt + Backspace - Cancel the Previous Action.

Alt + Down Arrow - Pan Down.

Alt + Enter - Allows the Properties of an Object to Be Viewed and Edited.

Alt + F2 - Contains Functions for Assigning Attributes to Linear Dimension Lines.

Alt + F3 - Opens or Closes the Lens Docker.

Alt + F4 - Exits Coreldraw and Prompts to Save the Active Drawing.

Alt + F6 - Symbols Manager.

Alt + F7 - Opens the Position Docker Window.

Alt + F8 - Opens the Rotate Docker Window.

Alt + F9 - Opens the Scale Docker Window.

Alt + F10 - Opens or Closes the Size, Docker.

Alt + F11 - insert Symbol and Special Characters.

Alt + F12 - Aligns Text to the Baseline.

Alt + Left Arrow - Pan Left.

Alt + Right Arrow - Pan Right.

Alt + Shift + D - toggle the View of Dynamic Guides.

Alt + Up Arrow - Pan Up.

Alt + Z- Snaps Objects to Other Objects (toggle).

Ctrl + A - Select All Objects of the Active Page.

Ctrl + B - Bold or Brightness/Contrast/intensity...

Ctrl + C - Copies Selection to the Clipboard.

Ctrl + D - Duplicates the Selected Object(S) and offsets by A Specified Amount.

Ctrl + E - Exports Text or Objects to another format.

Ctrl + G - Groups the Selected Objects.

Ctrl + I - Imports Text or Objects.

Ctrl + J - Opens the Dialog for Setting Coreldraw Options.

Ctrl + K - Breaks Apart the Selected Object.

Ctrl + L - Combines the Selected Objects / Left Justification.

Ctrl + M - Show/Hide Bullet.

Ctrl + N - Creates A New Drawing.

Ctrl + O - Opens an Existing Drawing.

Ctrl + P - Prints the Active Drawing.

Ctrl + Q - Converts the Selected Object to A Curve.

Ctrl + R - Repeats the Last Operation.

Ctrl + S - Save the Active Document.

Ctrl + T - Opens the Text format Dialog.

Ctrl + U - Ungroups the Selected Objects or Group of Objects / Underline the Text.

Ctrl + V - Pastes the Clipboard Contents into the Drawing.

Ctrl + W - Redraws the Drawing Window.

Ctrl + X - Cuts the Selection and Places It on the Clipboard.

Ctrl + Y - Snaps Objects to the Grid (toggle).

Ctrl + Z - Undo.

Ctrl + F2 - Opens the View Manager Docker Window.

Ctrl + F3 - Symbol Manager Docker.

Ctrl + F4 - Exit.

Ctrl + F5 - Opens the Graphic and Text Styles Docker Window.

Ctrl + F7 - Opens the Envelope Docker Window.

Ctrl + F8 - Converts Artistic Text to Paragraph Text or Vice Versa.

Ctrl + F9 - Opens the Contour Docker Window.

Ctrl + F10 - Opens the Options Dialog to the Text Page.

Ctrl + F11 - Opens the Insert Character Docker Window.

Ctrl + F12 - Opens the Spell Checker Checks the Spelling of the Selected Text.

Ctrl + , - Changes the Text to Horizontal Direction.

Ctrl +. - Changes the Text to Vertical.

Ctrl + Page Down - Back One / Cursor to End of the Text.

Ctrl + Page Up - forward One / Cursor to Start of the Text.

Ctrl + Delete - Delete the Word to the Right.

Ctrl + End - Moves Cursor to End of the Frame.

Ctrl + Enter - Brings Up the Property Bar and Gives Focus to the First Visible Item That Can Be Tabbed to.

Ctrl + Home - Moves Cursor to Start of Frame.

Ctrl + insert - Copies Selection to the Clipboard.

Ctrl + Left Arrow - the Cursor Left One Word.

Ctrl + Numpad2 - Decreases Font Size to Previous Point Size.

Ctrl + Numpad4 - Decrease Font Size to Previous Setting Available in the Font Size List.

Ctrl + Numpad6 - increase Font Size to Next Setting in Font Size List.

Ctrl + Numpad8 - increases Font Size to Next Point Size.

Ctrl + Right Arrow - Cursor Right One Word.

Ctrl + Space - toggles Between the Current tool and the Pick tool.

Ctrl + Up arrow - Nudges the Object Upward by the Micro Nudge Factor.

Ctrl + Shift + B - Color Balance.

Ctrl + Shift + C - Show Nonprinting Characters.

Ctrl + Shift + D - Apply Drop Cap.

Ctrl + Shift + F - Font List.

Ctrl + Shift + H - Html Font Size.

Ctrl + Shift + K - Changes All Text Characters to Small Capital Letters.

Ctrl + Shift + O- Stop Recording.

Ctrl + Shift + P - Font Size.

Ctrl + Shift + Q - Converts an Outline to an Object.

Ctrl + Shift + R - Record Temporary Macro.

Ctrl + Shift + S - Save As.

Ctrl + Shift + T - Opens the Edit Text Dialog Box.

Ctrl + Shift + U - Hue/Saturation/Lightness.

Ctrl + Shift + W - Font Weight.

Ctrl + Shift + Z - Reverses the Last Undo Operation.

Ctrl + Shift + End - Select to End of the Frame.

Ctrl + Shift + Home - Select to Start of Frame.

F1 - Corel Draw Help.

F2 - Zoom tool.

F3 - Zoom Out.

F4 - Zoom to All Objects.

F5 - Draws Lines and Curves in Freehand Mode.

F6 - Draws Rectangles Double-Clicking the tool Creates A Page Frame.

F7 - Draw Circles and Ellipses by Dragging in the Drawing Window.

F8 - Add and Edit Paragraph and Artistic Text.

F9 - Displays A Full-Screen Preview of the Drawing.

F10 - Shape tool.

F11 - Applies Fountain Fills to Objects.

F12 - Opens the Outline Pen Dialog Box.

Shift + A - Distribute Spacing Vertically.

Shift + B - Distributes Selected Objects to the Bottom.

Shift + C - Vertically Distributes the Centers of the Selected Objects.

Shift + E - Distribute Centers Horizontally.

Shift + L - Distributes Selected Objects to the Left.

Shift + P - Distribute Spacing Horizontally.

Shift + R - Distributes Selected Objects to the Right.

Shift + T - Distributes Selected Objects to the top.

Shift + F1 - What's This? Help.

Shift + F2 - Zoom to Selection.

Shift + F3 - Changes the Case of Selected Text.

Shift + F4 - Zoom to Page.

Shift + F9 - toggles Between the Last Two Used View Qualities.

Shift + F11 - Applies Uniform Color Fills to Objects.

Shift + F12 - Opens the Outline Color Dialog Box.

Shift + Home - Select to Start of the Line.

Shift + Delete - Cuts the Selection and Places It on the Clipboard.

Shift + insert - Pastes the Clipboard Contents into the Drawing.

Shift + Page Down - Select Down One Frame / Places the Selected Object(S) to the Back.

Shift + Page Up - Select Up to One Frame / Places the Selected Object(S) to the Front.

Shift + Left Arrow - Super Nudge Left.

Shift + Right Arrow - Super Nudge Right.

Shift + Up Arrow - Super Nudge Up.

Shift + Down Arrow - Super Nudge Down.

Up Arrow - Cursor Up One Line / Nudge Up.

Delete - Delete the Character to the Right / Deletes the Selected Object.

Down Arrow - Cursor Down One Line / Nudge Down.

End - Moves Cursor to End of Line.

Home - Moves Cursor to Start of Line.

Page Down - Next Page.

Page Up - Previous Page.

Left Arrow - Nudge Left.

Right Arrow - Nudge Right.

Spacebar - toggle Pick State.

Microsoft Access

Alt + B - Move to the Previous Window in the Wizard.

Alt + C - Open the Create Tab.

Alt + F - Complete the Wizard.

Alt + F - Open the File Page / Close the Wizard Window.

Alt + H - Open the Home Tab.

Alt + N - Move to the Next Page of the Wizard.

Alt + U - Change Whether the Help Window Appears Connected to (Tiled) or Separate from (Untitled) the Active Application.

Alt + Y - Open the Database tools Tab.

Alt + Home - Go Back to Access Help Home.

Alt + Enter - Display A Property Sheet in Design View.

Alt + Tab - to Switch to the Next Program.

Alt + Spacebar - Show the Program Icon Menu (on the Program Title Bar), Also Known As the Control Menu.

Alt + Print Screen - Copy A Screenshot of the Current Window to the Clipboard.

Alt + Letter Key - Select the Option, or Select or Clear the Check Box by the Letter Underlined in the Option Name.

Alt + Left Arrow Key - Move Back to the Previous Help topic.

Alt + Right Arrow - Move forward to the Next Help topic.

Alt + Down Arrow - Open the Selected Drop-Down List Box.

Alt + F4 - Exit Access.

Alt + F5 - Go to A Specific Record in the Datasheet View.

Alt + F8 - Show or Hide the Field List pane.

Alt + F11 - Switch Between the Visual Basic Editor and the Previous Active Window.

Alt + F11 - Switch from the Visual Basic Editor Back to the form or Report Design View.

Alt + J, B - Open the Fields Tab.

Alt + J, T - Open the Table Tab.

Alt + Q, and then Enter the Search Term - Open the Tell Me Box on the Ribbon.

Alt + Shift + F11 - Switch to the Microsoft Script Editor from the Previous Active Window.

Alt + Shift + Tab - Switch to the Previous Program.

Alt + V + P - to Open Property Sheet for A Selected Object.

Alt + X or Alt + X,1 - Open the External Data Tab.

Alt + X, 2 - Open the Add-ins Tab, If Present.

Ctrl + A - Select All Records / Selects All Text in the Current Field.

Ctrl + C - Copy the Selection to the Clipboard / Copy Selected Text in Cell to the Clipboard (in Edit Mode)

Ctrl + E - Open the Edit List Items Dialog Box.

Ctrl + F - Open the Find Tab in the Find and Replace Dialog Box (in the Datasheet View and form View only).

Ctrl + G - Display the Immediate Window in the Visual Basic Editor.

Ctrl + H - Open the Replace Tab in the Find and Replace Dialog Box (in the Datasheet View and form View only).

Ctrl + N - Open A New Database.

Ctrl + O or Ctrl + F12 - Open an Existing Database.

Ctrl + P - Open the Print Dialog Box from Print (for Datasheets, forms, and Reports).

Ctrl + S or Shift + F12 - Save A Database Object.

Ctrl + V - Paste the contents of the Clipboard in the Upper-Left Corner of the Selected Section.

Ctrl + W or Ctrl + F4 - Close the Active Database Window.

Ctrl + X - Cut the Selection and Copy It to the Clipboard.

Ctrl + Z or Alt + Backspace - Undo Typing.

Ctrl + Enter - insert A New Line in A Short Text or Long Text Field / Open the Selected Table, Query, Form, Report, Data Access Page, Macro, or Module in Design View.

Ctrl + Home - Move the insertion point to the beginning of the Field, in Multi-Line Fields.

Ctrl + Home or Ctrl + End - Move to the Top or Bottom of the Selected Gallery List.

Ctrl + Spacebar - Select an Entire Grid Column. / Open the Menu of Pane Options.

Ctrl + Tab - Exit the Subdatasheet and Move to the First Field of the Next Record in the Datasheet. / to Cycle Through the Objects Bar top to Bottom.

Ctrl + Tab or Ctrl + Shift + Tab - Switch to the Next or Previous Tab in A Dialog Box.

Ctrl + Up Arrow - Move to the Current Field in the First Record / Move the Selected Control Up.

Ctrl + Right Arrow - Move one word to the Right / Move the Selected Control to the Right.

Ctrl + Page Down - Move to the Current Field in the Next Record.

Ctrl + Page Up - Move to the Current Field in the Previous Record.

Ctrl + Left Arrow or Ctrl + Right Arrow - Move one word to the Left or Right.

Ctrl + Left Arrow - Move one word to the Left.

Ctrl + Colon (:) - Insert the Current Time.

Ctrl + Delete - Delete All Characters to the Right of the insertion point.

Ctrl + Down Arrow - Display the Full Set of Commands on the Task Pane Menu.

Ctrl + Down Arrow Key - Move the Selected Control Down by A Pixel (Irrespective of the Page's Grid) / Move to the Bottom of the Page.

Ctrl + End - Move to the End of the Field, in A Multi-Line Field.

Ctrl + Minus Sign (-) - to Delete the Current Record.

Ctrl + Plus Sign (+) - Add A New Record in Datasheet View or form View.

Ctrl + Semicolon (;) - insert the Current Date.

Ctrl + Apostrophe (') - insert the Value from the Same Field in the Previous Record.

Ctrl + F1 - Expand or Collapse the Ribbon.

Ctrl + F2 - invoke A Builder.

Ctrl + F4 - Close the Currently Open Object (Tabs).

Ctrl + F6 or Ctrl + Shift + F6 - Switch to the Next or Previous Database Window.

Ctrl + F8 - to Turn on Resize Mode for the Active Window When It’s Not Maximized; Press the Arrow Keys to Resize the Window.

Ctrl + F10 - Maximize or Restore A Selected Window.

Ctrl + F11 - to toggle Between A Custom Menu Bar and A Built-in Menu Bar.

Ctrl + Alt + Spacebar - insert the Default Value for A Field.

Ctrl + Shift + Colon (:) - Insert the Current Time.

Ctrl + Shift + B - Open the Address Book.

Ctrl + Shift + F6 - Switch to the Previous Database Window.

Ctrl + Shift + Left Arrow - Select one Word to the Left.

Ctrl + Shift + Right Arrow - Select one Word to the Right.

Ctrl + Shift + Tab - Switch to the Previous Tab in A Dialog Box.

F1 - Open the Help Window.

F2 - Display the Complete Hyperlink Address (URL) for A Selected Hyperlink.

F2 - Rename A Selected Object.

F2 - Switch Between Edit Mode (With insertion Point Displayed) and Navigation Mode in the Datasheet or Design View.

F4 - Show or Hide a Property Sheet.

F4 or Alt + Down Arrow - Open A Combo Box.

F4 or Alt + Enter - Switch to the Property Sheet (in the Design View and Layout View in Forms and Reports).

F4 or Alt + I - Open the Look in List.

F5 - to Refresh the Database Window.

F5 - Switch to the form View from the form Design View.

F6 - Move the Focus to A Different Pane of the Window.

F6 - Switch Between the Help Task Pane and the Active Application.

F6 - Switch Between the Upper and Lower Portions of a Window (in the Design View of Queries, Macros, and the Advanced Filter/Sort window).

F7 - Check Spelling.

F7 - Open the Choose Builder Dialog Box from A Selected Control on A form or Report (in the Design View only).

F9 - Recalculate the Fields in the Window

F9 - Refresh the Contents of A Lookup Field List Box or Combo Box

F10 - to Make the Menu Bar Active

F11 - Show or Hide the Navigation Pane

F12 or Alt + F + S - Open the Save As Dialog Box

P or Ctrl + P - to open the Print Dialog Box

S - Open the Page Setup Dialog Box (for forms and Reports)

Shift + Down Arrow Key - increase the Height of the Selected Control

Shift + End - Select from the Insertion Point to the End of the Text Entry

Shift + Enter - Save Changes to the Current Record

Shift + F10 - Display the Shortcut Menu for the Selected Item

Shift + F2 - Open the Zoom Box to Enter Large Amounts of Data That Can Not Be Properly Displayed in A Small Control.

Shift + F4 - Find the Next Occurrence of the Value Entered in the Find and Replace Dialog Box When the Dialog Box Is Closed.

Shift + F7 - to Switch from the Visual Basic Editor to form or Report Design View.

Shift + F8 - Undo the Previous Extension.

Shift + F9 or F5 - Requery the Underlying Tables; in A Subform, This Requires the Underlying Table only for the Subform.

Shift + Home - Select from the Insertion Point to the Beginning of the Text Entry.

Shift + Left Arrow - Change the Selection by one Character to the Left.

Shift + Left Arrow - to Reduce the Width of the Selected Control.

Shift + Left Arrow Key - Extend the Selection one Column to the Left, If the Current Column Is Selected.

Shift + Right Arrow - Change the Selection by one Character to the Right.

Shift + Right Arrow - to Extend one Character to the Right.

Shift + Right Arrow Key - Extend the Selection one Column to the Right, If the Current Column Is Selected.

Shift + Spacebar - Switch Between Selecting the Current Record and the First Field of the Current Record, in Navigation Mode.

Shift + Tab - Move Backward Through Options.

Shift + Tab - Move to the Preceding Cell.

Shift + Tab - Move to the Previous Field.

Shift + Tab - Select the Previous Hidden Text or Hyperlink.

Shift + Tab - Select the Previous Item in the Help Window.

Shift + Tab - With A Property Selected, Move-Up one Property on A Tab; or If Already At the top, Move to Tab.

Shift + Up Arrow Key - Reduce the Height of the Selected Control.

Z - Zoom in or Out on A Part of the Page.

Alt - Close the Visible Menu and Submenu At the Same Time.

End - Move to the End of the Line, Entry, Field, or Object.

Esc - Cancel Extend Mode.

Home - Move the insertion point to the beginning of the Field, in Single-Line Fields; or Move It to the Beginning of the Line in Multi-Line Fields.

Home - Move to the Beginning of A-Line, Entry, and First Field in the Current Record.

Home or End - Select the First or Last Command on the Menu or Submenu.

insert Key - toggle Between insert and Overtype Mode While Editing in A Cell.

Spacebar - Perform the Action Assigned to the Selected Button; Select or Clear the Check Box.

Spacebar - Switch Between the Values in A Check Box or Option Button.

Spacebar - toggle the Check Box in the Output Column.

Spacebar or Enter - Open the Selected Menu, or Perform the Action Assigned to the Selected Button.

Spacebar or Minus Sign (-) - Remove the Selected Data Column from the Query Output.

Spacebar or Plus Sign (+) - Choose the Selected Data Column for Output.

Tab - Move forward Through Options.

Microsoft Excel

Ctrl + A - Select All Content in the Worksheet.

Ctrl + B - Bold Highlighted Selection.

Ctrl + C - Copy the Selected Cells / Copy Selected Data.

Ctrl + D - Use the Fill Down command to Copy the Contents and format of the topmost cell of a Selected Range into the Cells Below.

Ctrl + E - Invoke Flash Fill to Automatically Recognize Patterns in Adjacent Columns and Fill the Current Column

Ctrl + F - Open Find and Replace Options

Ctrl + G - Open Go-to Options

Ctrl + H - Open Find and Replace Options

Ctrl + I - Italicize Highlighted Selection.

Ctrl + K - Open the insert Hyperlink Dialogue Box.

Ctrl + L or Ctrl + T - Display the Create Table Dialog.

Ctrl + M - Move the Table.

Ctrl + N - Open New Document.

Ctrl + O - Open Options

Ctrl + P - Brings Up the Print Dialog Box.

Ctrl + Q - Display the Quick Analysis Options for Selected Cells That Contain Data.

Ctrl + R - Rename the Table.

Ctrl + S - Save

Ctrl + U - Underline Text or Remove Underline.

Ctrl + V - Paste / Paste Content At the insertion Point, Replacing Any Selection.

Ctrl + W - Close Document.

Ctrl + X - Cut / Move the Selected Cells.

Ctrl + Y - Redo the Last Action.

Ctrl + Z - Undo the Last Action.

Ctrl + 0 - Hide the Selected Columns

Ctrl + 1 - Open the format Cells Dialog.

Ctrl + 2 - Bold Text or Remove Bold formatting.

Ctrl + 3 - Italicize Text or Remove Italic formatting.

Ctrl + 4 - Underline Text or Remove Underline.

Ctrl + 5 - Apply Strikethrough formatting.

Ctrl + 6 - Switch Between Hiding Objects, Displaying Objects, and Displaying Placeholders for Objects.

Ctrl + 7 - Show/Hide Standard toolbar.

Ctrl + 8 - Display or Hide the Outline Symbols.

Ctrl + 9 - Hide the Selected Rows

Ctrl + F1 - Displays or Hides the Ribbon.

Ctrl + F1 - Expand or Collapse the Ribbon.

Ctrl + F2 - Displays the Print Preview Area on the Print Tab in the Backstage View.

Ctrl + F3 - Define Name

Ctrl + F4 - Closes the Selected Workbook Window.

Ctrl + F5 - Restores the Window Size of the Selected Workbook Window.

Ctrl + F6 - Switch to the Next Workbook Window When Multiple Are Open.

Ctrl + F7 - Performs the Move Command on the Workbook Window When It Is Not Maximized. Use the Arrow Keys to Move the Window, and When Finished Press Enter or Esc to Cancel.

Ctrl + F8 - Resize Window / Performs the Size Command When A Workbook Is Not Maximized.

Ctrl + F9 - Minimize A Workbook Window to An Icon.

Ctrl + F10 - Maximize A Selected Workbook Window.

Ctrl + F11 - inset 4.0 Macro Sheet.

Ctrl + F12 - File Open.

Ctrl + Plus Sign (+) - insert.

Ctrl + Minus Sign (-) - Open the Delete Dialog to Delete Selected Cells.

Ctrl + Page Up - Move to the Previous Sheet in A Workbook.

Ctrl + Page Down - Move to Next Sheet in A Workbook.

Ctrl + Tab - Switch to Next Tab in Dialogue Box.

Ctrl + Apostrophe (') - insert the Value of the Above Cell into the Cell Currently Selected.

Ctrl + (:) - insert Current Time.

Ctrl + Space - Select Entire Column

Ctrl + → - Move to Next Section of Text

Ctrl + “ - Copy Value from Cell Above.

Ctrl + End - Move the Cursor to the End of the Text When in the formula Bar.

Ctrl + Enter - Fill the Selected Cell Range With the Current Entry.

Ctrl + Grave Accent (`) - Switch Between Displaying Cell Values or formulas in the Worksheet.

Ctrl + Home - Move to the Beginning of A Worksheet.

Ctrl + Spacebar - Open the Task Pane Options Menu. / Select the Current Column.

Ctrl + Tab - Switches to the Next Tab in A Dialog, or (If No Dialog Is Open) Switches Between 2 Excel Windows.

Ctrl + [- Decrease Selected Font -1

Ctrl + Arrow Key - Move to the Edge of the Current Data Region in A Worksheet.

Ctrl + Up Arrow - Move to the First Cell of Selected Column.

Ctrl + Down Arrow - Move to the Last Cell of Selected Column.

Ctrl + Left Arrow - Move to the First Cell of Selected Row.

Ctrl + Right Arrow - Move to the Last Cell of Selected Row.

Ctrl + Semicolon (;) - Enter the Current Date.

Ctrl + Esc - Closes An Open Menu or Submenu, Dialog, or Message Window.

F1 - Displays the Excel Help Task Pane.

F2 - Edit the Active Cell.

F3 - Displays the Paste Name Dialog. Available only If Names Have Been Defined in the Workbook.

F4 - Repeats the Last Command or Action, If Possible.

F5 - Displays the Go to Box.

F6 - Switches Between the Worksheet, Ribbon, Task Pane, and Zoom Controls. in A Worksheet That Has Been Split, F6 includes the Split Panes When Switching Between Panes and the Ribbon Area.

F7 - Open the Spelling Dialogue Box to Check A Selected Range.

F8 - Turn Extend Mode on and Use the Arrow Keys to Extend A Selection. Press Again to Turn off.

F9 - Calculate All Worksheets in All Open Workbooks.

F10 - Activate Menubar

F11 - Create A Chart of Data in the Current Range in A Separate Sheet.

F12 - Displays the Save as Dialog.

Shift + Space - Select An Entire Row in A Worksheet.

Shift + Home - Select All Cells from the Current Location to the First Cell of the Row.

Shift + End - Select All Cells from the Current Location to the Last Cell of the Row.

Shift + Arrow Key - Extend the Selection of Cells By one Cell.

Shift + Enter - Complete A Cell Entry and Select the Cell Above.

Shift + Tab - Move to the Previous Cell in A Worksheet or the Previous Option in A Dialog.

Shift + Page Up - Select All Cells from the Current Location to the Last Cell of the Column.

Shift + Page Down - Select All Cells from the Current Location to the First Cell of the Column.

Shift + F1 - What’s This. (Help)

Shift + F2 - insert A Note.

Shift + F3 - Opens insert Function Dialogue Box.

Shift + F4 - Find Next.

Shift + F5 - Opens the Find and Replace Dialogue Box.

Shift + F6 - Switches Between the Worksheet, Zoom Controls, Task Pane, and Ribbon.

Shift + F8 - Add A Non-Adjacent Cell or Range to A Selection of Cells By Using the Arrow Keys.

Shift + F9 - Calculate the Active Worksheet.

Shift + F10 - Displays the Shortcut Menu for A Selected Item.

Shift + F11 - inserts A New Worksheet.

Shift + F12 - Save.

Alt + A - Go to the Data Tab.

Alt + F - Open the File Page and Use Backstage View.

Alt + H - Open the Home Tab and format Text and Numbers and Use the Find tool.

Alt + M - Open the formulas Tab and insert, Trace, and Customize Functions and Calculations.

Alt + N - Open the insert Tab and insert Pivottables, Charts, Add-ins, Sparklines, Pictures, Shapes, Headers, or TextBoxes.

Alt + P - Open the Page Layout Tab and Work With themes, Page Setup, Scale, and Alignment.

Alt + R - Open the Review Tab and Check Spelling, Add Notes and Threaded Comments, and Protect Sheets and Workbooks.

Alt + W - Go to View Tab

Alt + = - Create a formula to Sum All of the Above Cells.

Alt + Down Arrow Key - Open the Menu for A Selected Button.

Alt + Enter - Start A New Line in the Same Cell.

Alt + Page Down - Move one Screen to the Right in A Worksheet.

Alt + Page Up - Move one Screen to the Left in A Worksheet.

Alt + Spacebar - Displays the Control Menu for the Excel Window.

Alt + F1 - Create An Embedded Chart of the Data in the Current Range.

Alt + F2 - Save as.

Alt + F4 - Closes Excel.

Alt + F8 - Displays the Macro Dialog to Create, Run, Edit, or Delete A Macro.

Alt + F11 - Opens the Microsoft Visual Basic for Applications Editor, in Which You Can Create A Macro By Using Visual Basic for Applications (VBA).

Alt + ‘ - format Style Dialog Box.

Alt + Shift + F1 - insert A New Worksheet.

Alt + Shift + F2 - Save.

Ctrl + Shift + Ampersand (&) - Apply An Outline Border to the Selected Cells.

Ctrl + Shift + asterisk (*) - Select the Current Region Around the Active Cell.

Ctrl + Shift + At Sign (@) - Apply the Time format With the Hour and Minute, and Am or Pm.

Ctrl + Shift + Caret Sign (^) - Apply the Exponential format.

Ctrl + Shift + Colon (:) - Enter the Current Time.

Ctrl + Shift + Dollar Sign ($) - Apply the Currency format With Two Decimal Places (Negative Numbers in Parentheses).

Ctrl + Shift + End - Extend the Selection of Cells to the Last Used Cell on the Worksheet (Lower-Right Corner).

Ctrl + Shift + Exclamation Point (!) - Apply the Number format With Two Decimal Places, Thousands of separators, and Minus Sign (-) for Negative Values.

Ctrl + Shift + Number Sign (#) - Apply the Date format With the Day, Month, and Year.

Ctrl + Shift + Percent Sign (%) - Apply the Percentage format With No Decimal Places.

Ctrl + Shift + Plus Sign (+) - Open the insert Dialog to insert Blank Cells.

Ctrl + Shift + Tilde Sign (~) - Apply the General Number format.

Ctrl + Shift + Straight Quotation Mark (") - Copy the Value from the Cell Above the Active Cell into the Cell or the formula Bar.

Ctrl + Shift + Underline (_) - Remove the Outline Border from the Selected Cells.

Ctrl + Shift + (- Unhide Rows.

Ctrl + Shift +) - Unhide Column.

Ctrl + Shift + A - insert Argument Names and Parentheses When the insertion Point Is to the Right of A Function Name in A formula.

Ctrl + Shift + Arrow Key - Extend the Selection of Cells to the Last Nonblank Cell in the Same Column or Row as the Active Cell, or If the Next Cell Is Blank, to the Next Nonblank Cell.

Ctrl + Shift + F or Ctrl + Shift + P - format Fonts in the format Cells Dialog.

Shift + Ctrl + F + F - Font Tab of format Cell Dialog Box.

Ctrl + Shift + G - Open the Workbook Statistics Dialog.

Ctrl + Shift + Home - Extend the Selection of Cells to the Beginning of the Worksheet.

Ctrl + Shift + Page Down - Select the Current and Next Sheet in A Workbook.

Ctrl + Shift + Page Up - Select the Current and Previous Sheet in A Workbook.

Ctrl + Shift + Spacebar - Selects the Entire Worksheet.

Ctrl + Shift + Tab - Switches to the Previous Tab in A Dialog, or (If No Dialog Is Open) Switches Between All Excel Windows.

Ctrl + Shift + _ - to Remove Outline Border

Ctrl + Shift + & - to Add An Outline to the Select Cells.

Ctrl + Shift + Right Arrow - to Select All the Cells on the Right.

Ctrl + Shift + Left Arrow - to Select All the Cells on the Left.

Ctrl + Shift + U - Expand or Collapse the formula Bar.

Ctrl + Shift + F2 - insert A Threaded Comment.

Ctrl + Shift + F3 - Create Name By Using Names of Row and Column Labels.

Ctrl + Shift + F6 - Switches Between All Excel Windows.

Ctrl + Shift + F10 - Open the Context Menu.

Ctrl + Shift + F12 - Print.

Ctrl + Alt + V - Open the Paste Special Dialog.

Ctrl + Alt + - - Zoom Out.

Ctrl + Alt + = - Zoom in.

Ctrl + Alt + 5, then the Tab Key Repeatedly - Cycle Through Floating Shapes, Such as TextBoxes or Images.

Ctrl + Alt + F5 - Refresh All Data in the Workbook

Ctrl + Alt + F9 - Calculate All Worksheets in All Open Workbooks, Regardless of Whether they Have Changed Since the Last Calculation.

Tab - Next tool

Enter - Do the Command.

Microsoft Outlook

Alt + A - Open the Add menu list.

Alt + B - Select text in the Label box when the field with a label assigned is selected.

Alt + C - Open the Add Card Picture dialog.

Alt + D - Delete the selected category from the list in the Color Categories dialog.

Alt + D - Open the Check Address dialog box.

Alt + E - Place cursor at beginning of the Edit text field.

Alt + F - Go to and select the Fields box. / Open the File menu.

Alt + G - Select the Image Align menu.

Alt + H - Open the Home tab.

Alt + L - Select the Layout menu.

Alt + O - Open the Folder tab.

Alt + Q - Go to the Tell Me search field.

Alt + R - Jump to the Reply button.

Alt + R - Remove a selected field from the Fields box.

Alt + S or Alt + U - Open the Page Setup dialog box on Print page.

Alt + S - Send a message.

Alt + V - Open the View tab.

Alt + 0 (zero) - View 10 days.

Alt + (any number from 1-10) - Change the number of calendar days that display

Alt + B or Alt + Left arrow key - Go back to previous view in the main Outlook window.

Alt + Down arrow key - Go to the same day in the next week.

Alt + End - Go to the end of the week.

Alt + Enter - Show email properties.

Alt + Equal or Ctrl + Alt + 4 - Switch to Month view.

Alt + F11 - Open the Visual Basic Editor.

Alt + F8 - Play a macro.

Alt + Home - Go to the first day of the current week.

Alt + Minus sign (-) - Switch to the Week view.

Alt + Page down - Go to the next month.

Alt + Page up - Go to the previous month.

Alt + Right arrow key - Go forward to next view in the main Outlook window.

Alt + Up arrow key - Go to the same day in the previous week.

Alt + Up arrow key or Ctrl + Comma (,), or Alt + Page Up - In the Reading pane, go to the previous message.

Alt + – - Display the current week in calendar view

Alt + = - Display the current month in calendar view

Ctrl + 1 - Switch to the Mail view.

Ctrl + 2 - Go to Calendar.

Ctrl + 2 - Switch to the Calendar view.

Ctrl + 3 - Switch to the Contacts view.

Ctrl + 4 - Switch to the Tasks view.

Ctrl + 5 - Switch to the Notes.

Ctrl + 6 - Switch to the Folder list in the Folder pane.

Ctrl + 7 - Switch to Shortcuts.

Ctrl + 8 - Open Journal.

Ctrl + A - Select all items.

Ctrl + B - Apply bold formatting.

Ctrl + C - Accept a task request.

Ctrl + D - Decline a task request.

Ctrl + D - Delete selected item.

Ctrl + E - Center text.

Ctrl + E - Open the Search tab.

Ctrl + F - Create a message with the selected contact as subject.

Ctrl + F - Forward a task as an attachment.

Ctrl + G - Set up recurrence for an open appointment or meeting.

Ctrl + H - Find and replace text, symbols, or some formatting commands when in the Reading pane or in an open item.

Ctrl + I - Apply italic formatting.

Ctrl + K - Check names.

Ctrl + K - Insert a hyperlink.

Ctrl + L - Left-align a paragraph.

Ctrl + M or F9 - Check for new messages.

Ctrl + N - Create a contact (when in Contacts).

Ctrl + O - Open a contact form for the selected contact.

Ctrl + P - Open the Print dialog box.

Ctrl + Q - Mark a message as read.

Ctrl + Q - Remove paragraph formatting.

Ctrl + R - Reply to a meeting request with a message.

Ctrl + R - Right-align a paragraph.

Ctrl + S - Save an item.

Ctrl + T - Create a hanging indent.

Ctrl + T - Post a reply in the selected folder.

Ctrl + U - Mark a message as unread.

Ctrl + U - Underline text.

Ctrl + V or Shift + Insert - Paste the copied or cut selection.

Ctrl + X or Shift + Delete - Cut a selection.

Ctrl + Y - Go to a different folder.

Ctrl + Y - Open the Go to Folder dialog box.

Ctrl + Z - Undo the last action.

Ctrl + Comma (,) - Switch to previous open message.

Ctrl + Comma (,) or Ctrl + Shift + Comma (,) - Go to the previous appointment.

Ctrl + E or F3 - Go to the Search field to find a message or another item.

Ctrl + End - Display (without selecting) the last item on the timeline (if items are not grouped) or the last item in the group.

Ctrl + Enter - Send a message.

Ctrl + G or Alt + H + L - Go to a date.

Ctrl + Home - Display (without selecting) the first item on the timeline (if items are not grouped) or the first item in the group.

Ctrl + Left arrow key - Go to the previous day.

Ctrl + Left bracket ([) or Ctrl + Shift + Less-than sign (<) - Decrease the font size.

Ctrl + Period (.) - Switch to next open message.

Ctrl + Period (.) or Ctrl + Shift + Period (.) - Go to the next appointment.

Ctrl + Right arrow key - Go to the next day.

Ctrl + Right bracket (]) or Ctrl + Shift + Greater-than sign (>) - Increase the font size.

Ctrl + Spacebar - Select or cancel selection of the active item.

Ctrl + Tab - Move between the Navigation pane and the calendar.

Ctrl + Tab or F6 - Move between the Calendar view, TaskPad, and Folder list.

Ctrl + Up arrow key or Ctrl + Down arrow key - Go to the next or previous item without extending the selection.

Ctrl + Up or Down arrow key, and then, to select each message, press Spacebar - Select multiple non-adjacent messages.

F2 - Rename a selected folder in the list of folders.

F3 or Ctrl + E - Go to the Search box.

F4 - Find or replace text.

F4 - Search for text within an open item.

F5 - Update a list of contact group members.

F6 - Move between the ribbon and the calendar.

F6 - Switch between the Folder pane, Tasks list, and To-Do bar.

F11 - Enter a name in the Search Address Books.

F11 - Find a contact in Favorites.

F12 - Open the Save as dialog box.

Home - Go to the first day of the week.

End - Go to the end of work hours for the selected day.

Esc - Close a window or a menu.

Insert - Add a Quick flag to an unopened message.

Shift + F3 - Switch the case of the first letter in a selected word or line.

Shift + F4 - Find the next item.

Shift + F9 - Start a send/receive action for the current folder, retrieving full items (header, item, and any attachments).

Shift + Down or Up arrow key - Select multiple adjacent messages.

Shift + End - Extend the selection to the last card in the list.

Shift + Home - Extend the selection to the first card in the list.

Shift + Left or Right arrow key - Select multiple adjacent items.

Shift + Page down - Extend the selection to the last card on the last page.

Shift + Page up - Extend the selection to the first card on the previous page.

Shift + Spacebar - Page up through text.

Shift + Tab - Move to the previous field and control.

Shift + Tab - Select the previous appointment.

Shift + Up arrow key or Shift + Down arrow key - Extend or reduce the selected time.

Tab key - Move to the next field.

Ctrl + Alt + 2 - Switch to the Work Week view.

Ctrl + Alt + A - Expand the search to include All Mail Items, All Calendar Items, or All Contact Items, depending on the module you are in.

Ctrl + Alt + F - Forward a message as an attachment.

Ctrl + Alt + J - Mark a message as not junk.

Ctrl + Alt + K - Expand search to include items from the current folder.

Ctrl + Alt + M - Mark an item for download.

Ctrl + Alt + P - Open the MailTip in the composed message.

Ctrl + Alt + R - Reply with a meeting request.

Ctrl + Alt + S - Define Send/Receive groups.

Ctrl + Alt + S - Set how often Outlook checks for new messages.

Ctrl + Alt + Z - Expand search to include subfolders.

Ctrl + Shift + A - Create an appointment.

Ctrl + Shift + B - Open the Address Book.

Ctrl + Shift + C - Create a contact.

Ctrl + Shift + D - Delete and ignore a conversation.

Ctrl + Shift + D - Dial a new call to a contact.

Ctrl + Shift + E - Create a folder.

Ctrl + Shift + F - Use Advanced Find.

Ctrl + Shift + G - Open the Flag for Follow Up dialog box to assign a flag.

Ctrl + Shift + H - Create a Microsoft Office document.

Ctrl + Shift + H - Delete the next word.

Ctrl + Shift + I - Display blocked external content (in a message).

Ctrl + Shift + I - Switch to Inbox.

Ctrl + Shift + J - Justify text (Stretch a paragraph to fit between the margins}.

Ctrl + Shift + K - Create a task.

Ctrl + Shift + K - Toggle the case of the selected text between small caps and all caps.

Ctrl + Shift + L - Add a bulleted list.

Ctrl + Shift + L - Create a contact group.

Ctrl + Shift + M - Create a new message.

Ctrl + Shift + N - Apply Normal style.

Ctrl + Shift + N - Create a note.

Ctrl + Shift + O - Switch to Outbox.

Ctrl + Shift + P - Create a Search folder.

Ctrl + Shift + P - Display the Font dialog box.

Ctrl + Shift + R - Select the Reply All option.

Ctrl + Shift + S - Apply styles.

Ctrl + Shift + S - Post to a folder.

Ctrl + Shift + T - Reduce a hanging indent.

Ctrl + Shift + V - Move message to folder.

Ctrl + Shift + W - Display a blocked content menu.

Ctrl + Shift + W - Select the InfoBar and, if available, show the menu of commands.

Ctrl + Shift + X - Send a fax to the selected contact.

Ctrl + Shift + Y - Copy item to a folder.

Ctrl + Shift + Z or Ctrl + Spacebar - Clear the formatting.

Ctrl + Shift + Up arrow key - Extend the selection to the previous card, regardless of the starting point.

Alt + Shift + 1 - In a contact form, under Internet, display the Email 1 information.

Alt + Shift + 2 - In a contact form, under Internet, display the Email 2 information.

Alt + Shift + 3 - In a contact form, under Internet, display the Email 3 information.

Ctrl + Shift + Alt + T - Close an InfoPath form.

Ctrl + Shift + Alt + U - Create a task request.

Ctrl + Shift + Down arrow key - Extend the selection to the next card, regardless of the starting point.

Ctrl + Shift + Period (.) - In an open contact, open the next contact listed.

Ctrl + Shift + Q or Alt + H, M, R - Create a meeting request.

Alt + H + D - Delete a message.

Alt + H + I - Open the New Items menu to select which item you'd like to create.

Alt + F, P - Open the Print page in the File menu.

Alt + F, P, I - Select a printer on the Print page.

Alt + F, P, P - Print an item from an open window.

Alt + F, P, R - Open the Print Options dialog box.

Alt + H + R or Ctrl + Alt + 1 - Show the daily view.

Alt + H, A, B - Open the address book.

Alt + H, C, G - Create a new calendar group or add a department calendar.

Alt + H, C, O - Open the Outlook Options dialog box for calendars.

Alt + H, E - Email a selected calendar to a contact.

Alt + H, F, C - Search for contacts.

Alt + H, F, P - View and edit the sharing permissions for a folder.

Alt + H, F, W - Forward a message.

Alt + H, F, W or Ctrl + F - Forward an appointment or meeting.

Alt + H, J, O - Set the junk mail options.

Alt + H, M, V, and select a folder from the list - Move an item to a folder.

Alt + H, O, C - Add shared calendars from your contacts, or create a new calendar.

Alt + H, O, D - Show today in the calendar.

Alt + H, P, O - Publish a calendar online.

Alt + H, R, A - Select the Reply All option.

Alt + H, R, P - Reply to a message.

Alt + H, S, C - Share a calendar with others.

Alt + H, S, V or Ctrl + Alt + 5 - Show the selected schedule in a horizontal layout if you want to compare calendars to schedule meetings.

Alt + H, X - Ignore a message. / Show the next seven days.

Alt + J, S - Go to the Send/Receive tab.

Alt + J, S, M, C - Mark an item to download a copy.

Alt + J, S, M, T - Check the Mark for download status.

Alt + J, S, P (when a Send/Receive is in progress) - Display the Send/Receive progress.

Alt + J, S, S - Start a send/receive action.

Alt + J, S, U, K - Unmark all items to download.

Alt + J, S, U, U - Unmark an item to download.

Alt + K, Enter - Select the color palette for the background.

Alt + key for number of days - View from one through nine days.

Ctrl + Alt + 3 - Switch to the Full Week view.

Alt + N, A, F - Insert a file.

Alt + V, M - Open the reminder window.

Ctrl + Left arrow key + Spacebar or Ctrl + Right arrow key + Spacebar - Select multiple non-adjacent items.

Ctrl + Shift + Tab key or Shift + Tab key - Move between the Folder pane, the main Outlook window, the Reading pane, and the To-Do bar.

Ctrl + Shift + W, P - Download blocked pictures or images.

Shift + F10, D - Delete a selected folder in the list (default folders, such as Inbox, Outbox, Drafts, and Sent cannot be deleted).

Shift + F10, N - Create a new folder.

Microsoft Paint

Ctrl + A - Select the whole picture.

Ctrl + B - Bold selected text.

Ctrl + C, or Ctrl + Insert - Copy.

Ctrl + E - Shows image properties.

Ctrl + G - View and use gridlines to aline objects in your picture.

Ctrl + I - Make selected text italics.

Ctrl + N - Create a new picture.

Ctrl + O - Open an existing picture.

Ctrl + P - Open the Print dialog box.

Ctrl + Q - Show image list.

Ctrl + R - Show or hide the ruler.

Ctrl + S - Save changes to a picture.

Ctrl + U - Underline selected text.

Ctrl + V, or Shft + Insert - Paste.

Ctrl + W - Open Resize and Skew dialog box.

Ctrl + X - Cut a selection.

Ctrl + Y - Redo action.

Ctrl + Z - Undo last action.

Ctrl + Page Up - Zoom in.

Ctrl + Page Down - Zoom out.

Ctrl + plus (+) - Increase the width of a brush, line, or shape outline by one pixel.

Ctrl + minus (-) - Decrease the width of a brush, line, or shape outline by one pixel.

F1 - Open Paint Help.

F11 - View a picture in full-screen mode.

F12 - Save the image as a new file.

Alt + F - Open the File menu.

Alt + H - Open the Home menu.

Alt + V - Open the View menu.

Alt + Esc - Minimizes MS Paint interface.

Alt + F4 - Close a picture and its Paint window.

Up arrow - Move the selection or active shape up by one pixel.

Down Arrow - Move the selection or active shape down by one pixel.

Right arrow - Move the selection or active shape right by one pixel.

Left arrow - Move the selection or active shape left by one pixel.

Shift + F10 - Show the context menu.

Ctrl + Shft + I - Invert Colors.

Delete - Delete a selection.

Esc - Cancel a selection.

Microsoft PowerPoint

Ctrl + A (in the Slide Sorter View) - Select All Slides.

Ctrl + A (on the Outline Tab) - Select All Text.

Ctrl + A (on the Slides Tab) - Select All Objects.

Ctrl + A - Change the Pen to a Pointer.

Ctrl + B - Apply Bold formatting. / Make Selected Text Bold.

Ctrl + C - Copy Selected Text, Object, or Slide.

Ctrl + D - Duplicate the Selected Object or A Slide (for Selecting A Slide, You Will First Need to Click on A Slide Thumbnail)

Ctrl + E - Center the Paragraph.

Ctrl + F - Open the Find Dialog.

Ctrl + G - Group Selected Shapes, Pictures, or Wordart Objects.

Ctrl + H - Open the Replace Dialog. / Hide the Pointer or Pen During a Show.

Ctrl + I - Apply Italic formatting. / in the Slide Show View, Change the Normal Cursor to the Highlighter tool. Click and Hold the Mouse Button to Use the Highlighter on the Screen.

Ctrl + J - Justify the Paragraph.

Ctrl + K - insert A Hyperlink.

Ctrl + L - Left Align the Selected Text.

Ctrl + M - Add A New Slide.

Ctrl + N - Create New Presentation. / insert A New Comment.

Ctrl + O - Displays the Open Dialog Box.

Ctrl + P - Open the Print Dialog. / Activate the Pen tool During A Show.

Ctrl + Q - Close PowerPoint.

Ctrl + R - Reply to A Selected Comment. / Right Align the Selected Text.

Ctrl + S - Save the Presentation.

Ctrl + T - Open the Font Dialog to Change the Character formatting.

Ctrl + U - Apply Underline formatting.

Ctrl + V - Paste Cut or Copied Text, Object, or Slide.

Ctrl + W - Close the Presentation.

Ctrl + X - Cut Selected Text, Object, or Slide.

Ctrl + Y - Redo the Last Action.

Ctrl + Z - Undo the Last Action.

Ctrl + Right Arrow Key - Move one Word to the Right.

Ctrl + Left Arrow Key - Move one Word to the Left.

Ctrl + Left Bracket ([) - Decrease Font Size of Selected Text.

Ctrl + Right Bracket (]) - increase Font Size of Selected Text.

Ctrl + Home - Move to the Beginning of a Text Box.

Ctrl + End - Move to the End of a Text Box.

Ctrl + Backspace - Delete one Word to the Left.

Ctrl + Delete - Delete one Word to the Right (with the Cursor Between the Words).

Ctrl + Up / Down Arrow - Move A Slide Up or Down in the Presentation Document (You Will Need to Click on A Slide Thumbnail Before Performing This Shortcut)

Ctrl + Tab - Switch Between Open Presentations. / inserts A Tab in A Table Cell.

Ctrl + Spacebar - Remove Manual Character formatting, Such as Subscript and Superscript.

Ctrl + Enter - Move to the Next Title or Body Text Placeholder. If It Is the Last Placeholder on A Slide, This Action inserts A New Slide with the Same Slide Layout as the original Slide.

Ctrl + Escape - Displays the Start Menu.

Ctrl + Equal Sign (=) - Apply Subscript formatting (Automatic Spacing).

Ctrl + F1 - Expand or Collapse the Ribbon.

Ctrl + F2 - Print Preview View.

Ctrl + F4 - Close a Presentasion.

Ctrl + F5 - Restore the Size of the Active Presentation or Window.

Ctrl + F6 - Moves to the Next Presentation Window.

Ctrl + F7 - Activates the Move Window Command.

Ctrl + F8 - Activates the Resize Window Command.

Ctrl + F9 - Minimises the Size of the Active Presentation or Window.

Ctrl + F10 - Maximise the Size of the Active Presentation or Window.

Ctrl + F12 - Displays the Open Dialog Box.

Alt + A - Open the Animations Tab and Add Animations to Slides.

Alt + C - Displays the Recording Tab.

Alt + F - Displays the File Tab.

Alt + F - Open the File Menu.

Alt + G - Open the Design Tab and Apply themes and Customize Slides.

Alt + H - Open the Home Tab and format Slides, Fonts, Paragraphs, or Drawings. / Select A theme.

Alt + K - Open the Transitions Tab and Add Transitions Between Slides.

Alt + L - Displays the Developer Tab.

Alt + N - Go to the insert Tab.

Alt + Q - Directs to the “Tell Me What You Want to Do” Box.

Alt + R - Open the Review Tab and Check Spelling and Accessibility and Add Comments.

Alt + S - Open the Slide Show Tab and Set Up and Play the Slide Show.

Alt + W - Displays the View Tab.

Alt + X - Go to the Add-ins Tab

Alt + Y - Go to the Help Tab

Alt + F2 or F12 - Open the Save as Dialog Box.

Alt + F4 - Closes the Active Presentation or Window (Saving First).

Alt + F5 - Restore the Program Window Size.

Alt + F8 - Displays the Macro Dialog Box.

Alt + F9 - Show or Hide Guides.

Alt + F11 - toggles Between the Visual Basic Editor Window and the PowerPoint Window.

Alt + W & Q - Zoom

Alt + Tab - toggles Between All Your Open Applications.

Alt + Down Arrow Key - Open the Menu for A Selected Button.

Alt + Print Screen - Copies A Picture of Just the Active Window to the Clipboard.

Alt + Escape - Switches to the Next Program.

Ctrl + Shift + B - Move A Selected Item Backward.

Ctrl + Shift + C - Copy the formatting of Selected Text. / Copy the Attributes of the Selected Shape.

Ctrl + Shift + D - Duplicate the Current Slides.

Ctrl + Shift + F - Move A Selected Item forward.

Ctrl + Shift + F - Open the Font Dialog to Change the Font.

Ctrl + Shift + G - Ungroup Selected Group.

Ctrl + Shift + I - Open Text in Immersive Reader

Ctrl + Shift + M - insert A New Slide.

Ctrl + Shift + S - Show or Hide A Focused Item.

Ctrl + Shift + V - Paste the formatting.

Ctrl + Shift + Drag - Copy and Paste to the Selected Item.

Ctrl + Shift + Left Angle Bracket (<) - Decrease the Font Size.

Ctrl + Shift + Right Angle Bracket (>) - increase the Font Size.

Ctrl + Shift + Left Arrow Key - Select to the Beginning of A Word.

Ctrl + Shift + Right Arrow Key - Select to the End of A Word.

Ctrl + Shift + Plus Sign (+) - Apply Superscript formatting (Automatic Spacing).

Ctrl + Shift + Up / Down Arrow - Move A Slide to the Beginning or End of Your Presentation Document (Click on A Slide Thumbnail First)

Ctrl + Shift + Tab - Switch Between the Thumbnail Pane and the Outline View Pane.

Ctrl + Shift + Home - Extends the Selection to the Beginning of the Textbox.

Ctrl + Shift + End - Extends the Selection to the End of the Textbox.

Ctrl + Shift + F10 - toggles the Display of the Ribbon Shortcut Keys, Otherwise Known as Access Keys.

Ctrl + Shift + F12 - Opens the Print Page to View the Print Preview and Print the Slide Deck.

Ctrl + Alt + 5 - Move the Focus to the First Floating Shape, Such as An Image or A Text Box.

Ctrl + Alt + V - Open the Paste Special Dialog.

Alt + Shift + Tab - toggles Between the Outline Tab and the Slides Tab in Normal View.

Alt + Shift + 1 - Show Level 1 Headings.

Alt + Shift + 9 - Expand All Groups.

Alt + Shift + A - Collapse or Show All Text or Headings.

Alt + Shift + Up Arrow Key - Move Selected Paragraphs Up.

Alt + Shift + Down Arrow Key - Move Selected Paragraphs Down.

Alt + Shift + Left Arrow Key - Promote A Paragraph.

Alt + Shift + Right Arrow Key - Demote A Paragraph.

Alt + Shift + Minus Sign (-) - Collapse Text Below A Heading.

Alt + Shift + Plus Sign (+) - Expand Text Below A Heading.

Alt + Shift + F2 - Displays the Save as Dialog Box.

Alt + Shift + F4 - Closes the Active Presentation or Window (Saving First).

Alt + Shift + F10 - Displays the Drop-Down Menu for the Corresponding Smart Tag.

Shift + Alt + D - Open the Date and Time Window to insert the Current Date, Time, or Both.

Shift + Alt + T - Open the Date and Time Window to insert the Current Date, Time, or Both.

Alt + Ctrl + F2 - Open Existing Slide Deck.

Ctrl + Spacebar & C - Close the Task Pane.

F1 - Open the Help Pane.

F2 - Rename A Focused Item.

F4 - Repeat.

F5 - Play the Presentation from the Start

F6 - Move Clockwise Among Panes in Normal View

F7 - Check for Spellings.

F10 - Display Ribbon Key Tip Letters

F12 - Opens Save as Dialog Box.

Shift + Down Arrow Key - Select one Line Down (with the Cursor At the Beginning of A Line).

Shift + F3 - Switch Between Sentence Case, Lowercase, or Uppercase.

Shift + F4 - Repeat the Last Find Action.

Shift + F5 - Play the Presentation from the Current Slide

Shift + F6 - Cycle Counterclockwise Through Panes in the Normal View.

Shift + F7 - Runs A thesaurus Check on the Selected Word.

Shift + F9 - Show or Hide the Grid.

Shift + F10 - Display the Context Menu.

Shift + F12 - Save the Open Slide Deck.

Shift + Spacebar - Cancel Selection of a Focused Item.

Shift + Enter - Enters A Line Break (Soft Break).

Shift + Tab - Select or Move to A Previous Object on A Slide.

Shift + Home - Extends the Selection to the Beginning of the Line.

Shift + End - Extends the Selection to the End of the Line.

Shift + Up Arrow Key - Select one Line Up (with the Cursor at the Beginning of a Line).

Shift + Down Arrow Key - Extends the Selection one Line Down.

Shift + Left Arrow Key - Select one Character to the Left.

Shift + Right Arrow Key - Select one Character to the Right.

B - Make the Screen Go Black During a Show.

E - Erase Pen tool Drawings During a Show.

S - Stop or Restart an Automatic Show.

W - Make the Screen Go White During A Show.

Tab - Select or Move on to the Next Object on A Slide

Tab - Move to the Next Hyperlink During A Show.

Home - Go Back to the Beginning of the Slide

Delete - Delete one Character to the Right. / Delete the Selected Text, Object, or Slide.

Down Arrow Key - Move one Line Down.

Down Arrow Key - Move to the Next Row.

Down Arrow Key - Open the List for A Selected Command.

Down Arrow Key - When A Menu or Submenu Is Open, Move to the Next Command.

End - Go to the End of the Slide

Enter - Start A New Paragraph.

Esc - End the Slide Show.

Pgdn or N - Go to the Next Slide

Pgup or P - Go the Previous Slide

Arrow Keys - Move Down, Up, Left, or Right, Respectively, Among the Items on the Ribbon.

Arrow Keys - Move or Resize the Task Pane After the Corresponding Command Has Been Selected.

asterisk Sign (*) (on Numeric Keypad only) - Expand A Focused Group and All Its Child Groups.

Backspace - Delete one Character to the Left.

Left Arrow Key - Move one Character to the Left.

Page Down - Go to the Next Slide.

Page Up - Go to the Previous Slide.

Plus Sign (+) (on Numeric Keypad only) - Expand A Focused Group.

Right Arrow Key - Move one Character to the Right.

Right Arrow Key - Move the Focus from A Group to the First Item in That Group.

1 + Enter - Return to the First Slide During Show.

Slide Number + Enter - During Presentation, Go to Slide Number.

Alt or F10. to Move to A Different Tab, Use Access Keys or the Arrow Keys. - Select the Active Tab on the Ribbon, and Activate the Access Keys.

Alt + P, P - Print All Slides in Your Presentation as Full Page Slides Using Your Default Printer Settings (When the Print Dialog Is Open).

Alt + Q, then Enter the Search Term. - Move to the Tell Me or Search Field on the Ribbon and Type A Search Term for assistance or Help Content.

Microsoft Word

Ctrl + A - Selects All in the Current Document.

Ctrl + B - Bold Selected Text.

Ctrl + C - Copy Selected Text.

Ctrl + D - Displays the Font Dialogue Box.

Ctrl + E - Aligns the Line or Selected Text to the Center of the Screen.

Ctrl + F - Displays the Find Dialog Box to Search the Current Document.

Ctrl + G - Find And Replace Options.

Ctrl + H - Displays the Replace Dialogue Box.

Ctrl + I - Italicize Text.

Ctrl + J - Switch A Paragraph Between Justified And Left Alignment.

Ctrl + K - Create A Hyperlink.

Ctrl + L - Left Align A Paragraph.

Ctrl + M - indent A Paragraph from the Left.

Ctrl + N - Create A New Document.

Ctrl + O - Opens A New Document.

Ctrl + P - Prints A Document.

Ctrl + R - Switch the Alignment of A Paragraph Between Left And Right.

Ctrl + S - Saves A Document.

Ctrl + T - Create A Hanging indent.

Ctrl + U - Underline the Selected Text.

Ctrl + V - Pastes the Copied Item or Text.

Ctrl + W - Close the Currently Open Document.

Ctrl + X - Cuts the Selected Item or Text.

Ctrl + Y - Redo the Last Action.

Ctrl + Z - Undo the Last Action.

Ctrl+ 0 - toggles 6pts of Spacing Before A Paragraph.

Ctrl + Enter - insert A Page Break.

Ctrl + Del - Delete Word to the Right of the Cursor.

Ctrl + Backspace - Delete Word to the Left of the Cursor.

Ctrl + End - Moves the Cursor to the End of the Document.

Ctrl + Home - Moves the Cursor to the Beginning of the Document.

Ctrl + Spacebar - Reset Highlighted Text to the Default Font.

Ctrl + Shift + F - Change the Font.

Ctrl + Shift + (Right Arrow Key) - Selection By One Word Right.

Ctrl + Shift + (Left Arrow Key) - Selection By One Word Left.

Ctrl + Shift + (Arrow Up) - Selection By One Paragraph Up.

Ctrl + Shift + (Arrow Down) - Selection By One Paragraph Down.

Ctrl + insert - Select Text Copy.

Shift + (Right Arrow Key) - Selection By One Character Right.

Shift + (Left Arrow Key) - Selection By One Character Left.

Shift + insert - Paste.

Shift + (Page Up) - Selection Up One Screen.

Shift + (Page Down) - Selection Down One Screen.

Delete - Delete Character to the Right of Cursor.

Backspace - Delete Character to the Left of Cursor.

Ctrl + F1 - Open the Task Pane.

Ctrl + F2 - Display the Print Preview.

Ctrl + F3 - Cut Text to the Spike.

Ctrl + F4 - Closes the Active Window.

Ctrl + F6 - Opens the Next Window If Multiple Are Open.

Ctrl + 0 - toggles 6pts of Spacing Above the Paragraph.

Ctrl +1 - Single-Space Lines.

Ctrl +2 - Double-Space Lines.

Ctrl+5 - 1.5-Line Spacing.

Home - Goes to Beginning of Current Line.

End - Goes to End of Current Line.

Alt + F - Save the Document Under A Different File Name.

F1 Key - Get Help On A Selected Command or Use the office assistant.

F2 Key - Move Text or Image.

F3 Key - insert An Auto text Entry.

F4 Key - Perform Last Action Again.

F5 Key - Displays the Go to Dialogue Box. You Can Also Get to Find And Replace from Here.

F6 Key - Go to the Next Frame or Pane.

F7 Key - Launch the Spell Checker.

F8 Key - Extend the Current Selection.

F9 Key - Refresh.

F10 Key - Show Key tips.

F11 Key - Go to the Next Field.

F12 Key - Open Save as, Equivalent to tools Menu.

Shift And F1 Key - Review Text Formatting.

Shift + F2 Key - Copy Text.

Shift + F3 Key - Change the Case of the Selected Text.

Shift + F4 Key - Perform A Find or Go to Action Again.

Shift + F5 Key - Move to A Previous Revision.

Shift + F6 Key - Go to the Previous Frame or Pane.

Shift + F7 Key - Launch the thesaurus.

Shift + F8 Key - Shrink the Current Selection.

Shift + F9 Key - Switch Between A Field Code And Its Result.

Shift + F10 Key - Display A Shortcut Menu (Same as Right-Clicking).

SHIFT + F11 Key - Go to the Previous Field.

Shift + F12 Key - Save Document, Equivalent to tools Menu.

Shift + Home - Select from Current Position to Beginning of Line

Shift + End - Select from Current Position to End of Line.

Ctrl + Alt + 1 - Changes Text to Heading 1.

Ctrl + Alt + 2 - Changes Text to Heading 2.

Ctrl + Alt+ 3 - Changes Text to Heading 3.

Alt + Ctrl + F2 - Open New Document.

Ctrl + Alt+ T - insert Trademark (TM) Symbol.

Alt + Shift + D - insert the Current Date.

Alt + Shift + T - insert the Current Time.

Alt + Ctrl + S - Split the Window.

Ctrl + Shift + > - increases the Selected Text Size By One Font Size.

Ctrl + Shift + < - Decreases the Selected Text Size By One Font Size.

Ctrl + Shift + F3 - Paste the Spike.

Ctrl + Shift + F6 - Switches to Another Open Microsoft Word Document.

Ctrl + Shift + F9 - Remove Hyperlink to the Selected Text.

Ctrl + Shift + F12 - Prints the Document.

Ctrl + Shift + A - Sets the Selected Text to All Capital Letters.

Ctrl + Shift + N - Apply Normal Style.

Ctrl + Shift + K - Change Text to Lowercase.

Ctrl + Shift + D - Adds Double Underline to the Selected Text.

Ctrl + Shift + L - Quickly Create A Bullet Point.

Ctrl + Shift + F - Change the Font.

Ctrl + Shift + W - Underline Words Only.

Ctrl + Shift + > - increase Selected Font +1pts Up to 12pt And then increase Font +2pts.

Ctrl +] - increase Selected Font +1pts.

Ctrl + Shift + < - Decrease Selected Font -1pts If 12pt or Lower; If Above 12, Decreases Font By +2pt.

Ctrl + [- Decrease Selected Font -1pts.

Ctrl + / + C - insert A Cent Sign (¢).

Ctrl + Shift + * - View or Hide Non Printing Characters.

Ctrl + Shift + = - Set Selected Text as Superscript.

Ctrl + <Left Arrow> - Moves One Word to the Left at A Time.

Ctrl + <Right Arrow> - Moves One Word to the Right at A Time.

Ctrl + <Up Arrow> - Moves to the Beginning of the Line or Paragraph.

Ctrl + <Down Arrow> - Moves to the End of the Paragraph.

Tab - Move to the Next Cell. (Using Tables)

Shift + Tab - Move to the Previous Cell. (Using Tables)

Alt + Home - Move to the First Cell in A Row. (Using Tables)

Alt + End - Move to the Last Cell in A Row. (Using Tables)

Alt + Page Up - Move to the top of A Column. (Using Tables)

Alt + Page Down - Move to the Bottom of A Column. (Using Tables)

Mozilla Firefox

Ctrl + D - Add a bookmark for the page currently opened.

Ctrl + F - Access the Find option, to search for any text on the currently open web page.

Ctrl + H - View browsing history.

Ctrl + I - Display current page information.

Ctrl + J - Display the download window.

Ctrl + K or Ctrl + E - Move the cursor to the search box.

Ctrl + L - Move cursor to address box.

Ctrl + N - Open New browser window.

Ctrl + O - Access the Open File window to open a file in Firefox.

Ctrl + P - Print current page or frame.

Ctrl + T - Opens a new tab.

Ctrl + W - Close the tab

Ctrl + F4 or Ctrl + W - Closes the currently selected tab.

Ctrl + F5 - Refresh the page, ignoring the Internet cache (force full refresh).

Ctrl + Tab - Moves through each of the open tabs.

End - Go to bottom of page.

Home - Go to top of page.

F5 - Refresh current page, frame, or tab.

F11 - Display the current website in full screen mode. Pressing F11 again will exit this mode.

Esc - Stop page or download from loading.

Ctrl + Enter - Complete a .com address.

Shift + Enter - Complete a .net address.

Ctrl + Shift + Enter - Complete a .org address.

Ctrl + Shift + Delete - Clear recent history.

Spacebar - Moves down a page at a time.

Alt + Home - Open your homepage.

Alt + Down arrow - Display all previous text entered in a text box and available options on drop down menu.

Alt + Left Arrow - Back a page.

Alt + Right Arrow - Forward a page.

Ctrl + (- or +) - Increase or decrease the font size, pressing '-' will decrease and '+' will increase. Ctrl+0 will reset back to default.

Ctrl + Shift + Del - Open the Clear Data window to quickly clear private data.

Ctrl + Shift +B - Open the Bookmarks window, to view all bookmarks in Firefox.

Ctrl + Shift + J - Open the Browser Console to troubleshoot an unresponsive script error.

Ctrl + Shift + T - Undo the close of a tab.

Ctrl + Shift + P - Open a new Private Browsing window.

Ctrl + Shift + T - Undo the close of a window.

Ctrl + Shift + W - Close the Firefox browser window.

Shift + Spacebar - Moves up a page at a time.

Notepad++

Alt + (1~8) - Collapse the Level (1~8).
Alt + 0 - Fold All.
Alt + A - Spell Check Document Automatically.
Alt + B - Find Previous Misspelling.
Alt + C - Column Editor.
Alt + D - Change Current Language.
Alt + H - Hide Lines.
Alt + N - Find Next Misspelling.
Alt + U - Proper Case.
Alt + F1 - Get PHP help.
Alt + F2 - Google search.
Alt + F3 - Wikipedia search.
Alt + F4 - Close Notepad ++.
Alt + F5 - Open File.
Alt + F6 - Open in another instance.
Alt + Home - Move to the start of the current line.
Alt + Backspace - Undo.
Alt + End - Move to end of the current line.
Alt + Shft + (1~8) - Uncollapse the Level (1~8).
Alt + Shft + 0 - Unfold All.
Alt + Shft + Arrow keys or Alt + Left mouse click - Column Mode Select.
Alt + Shift + Down - Column mode select towards down.
Alt + Shift + End - Extend the rectangular selection to the end of the current line.
Alt + Shift + Home - Extend the rectangular selection to the first visible character in the current line.
Alt + Shift + Left - Column mode selection towards left to up.
Alt + Shift + PageDown - Extend the rectangular selection down one page.
Alt + Shift + PageUp - Extend the rectangular selection up one page.
Alt + Shift + Right - Column mode selection towards right to down.
Alt + Shift + S - Trim Trailing and Save.
Alt + Shift + U - Proper Case (blend).
Alt + Shift + Up - Column mode select towards up.
Alt + Space - Launch Word Completion ListBox.
Ctrl + A - Select All.
Ctrl + B - Go to matching brace.
Ctrl + C - Copy.
Ctrl + D - Duplicate Current Line.
Ctrl + F - To open Find Dialog.
Ctrl + G - Open GoToLine Dialog.
Ctrl + H - Launch Find / Replace Dialog.
Ctrl + I - Split Lines.
Ctrl + J - Join Lines.
Ctrl + K - Toggle Single Line comment.
Ctrl + L - Delete Current Line.
Ctrl + M - Mark.
Ctrl + N - New File.
Ctrl + O - Open File.
Ctrl + P - Print.
Ctrl + Q - Block comment/uncomment.
Ctrl + R - Reload From Disk.
Ctrl + S - Save File.
Ctrl + T - Switch the current line position with the previous line position.
Ctrl + U - Convert to lower case.
Ctrl + V - Paste.
Ctrl + W - Close Current Document.
Ctrl + X - Cut.
Ctrl + Y - Redo.
Ctrl + Z - Undo.
Ctrl + (Keypad + /Keypad +) or Ctrl + mouse wheel button - Zoom in (+ or up) and Zoom out (+ or down).
Ctrl + / - Move left one word part.
Ctrl + \ - Move right one word part.
Ctrl + [- Move cursor to starting of above paragraph.
Ctrl +] - Move cursor to starting of below paragraph.
Ctrl + Alt + B - Select all matching braces.
Ctrl + Alt + F - Collapse the Current Level.
Ctrl + Alt + I - Incremental Search.
Ctrl + Alt + L - Text Direction LTR.
Ctrl + Alt + R - Text Direction RTL.
Ctrl + Alt + S - Save As.
Ctrl + Alt + Shift + Enter - Add new line below current line.
Ctrl + Alt + Enter - Add new line above current line.
Ctrl + Alt + F3 - Find (Volatile) next.
Ctrl + Alt + Shift + F - Uncollapse the Current Level.
Ctrl + Alt + Shift + F3 - Find (volatile) Previous.
Ctrl + Alt + Shift + I - Open in IE.
Ctrl + Alt + Shift + O - Send via Outlook.
Ctrl + Alt + Shift + R - Launch in Chrome.
Ctrl + Alt + Shift + U - Sentence Case (blend).
Ctrl + Alt + Shift + X - Open in Firefox.
Ctrl + Alt + U - Sentence Case.
Ctrl + BackSpace - Delete to start of word.
Ctrl + Delete - Delete to end of the word.
Ctrl + Enter - Launch Word Completion ListBox.
Ctrl + F2 - Toggle Bookmark.
Ctrl + F3 - Select and find next search value.
Ctrl + Insert - Copy.
Ctrl + Keypad/ - Restore the original size from zoom.
Ctrl + Left - Move cursor to starting position of the word.
Ctrl + Left mouse click - Start new selected area. Only multiple stream areas ca be selected this way.
Ctrl + Num – - Zoom Out.
Ctrl + Num + - Zoom In.
Ctrl + Num / - Reset Zoom.

Ctrl + Shft + BackSpace - Delete to start of line.

Ctrl + Shft + Delete - Delete to end of line.

Ctrl + Shft + Down - Move Current Line Down.

Ctrl + Shift + F - Find in Files.

Ctrl + Shift + I - Incremental Search.

Ctrl + Shift + K - Block Comment.

Ctrl + Shift + P - Play recorded macro.

Ctrl + Shift + Q - Stream comment.

Ctrl + Shift + R - Start to record /Stop recording the macro.

Ctrl + Shift + S - Save All.

Ctrl + Shft + T - Copy current line to clipboard.

Ctrl + Shift + U - Convert to UPPER CASE.

Ctrl + Shift + W - Close All.

Ctrl + Shift + Z - Redo.

Ctrl + Shft + Tab - Previous Document.

Ctrl + Shft + Up - Move Current Line Up.

Ctrl + Shift + Tab - Previous Document (With list of open files).

Ctrl + Shift + / - Extend the selection left one word part.

Ctrl + Shift + [- Select from current position to starting of above paragraph.

Ctrl + Shift + \ - Extend the selection right one word part.

Ctrl + Shift +] - Select from current position to starting of below paragraph.

Ctrl + Shift + 0 - Search style.

Ctrl + Shift + 1 to Ctrl + Shift + 5 - 1st Style to 5th Style.

Ctrl + Shift + BackSpace - Delete to start of line.

Ctrl + Shift + Delete - Delete to end of line.

Ctrl + Shift + Down - Move Current Line, or current selection if a single stream, Down.

Ctrl + Shift + F3 - Select and Find Previous (was Find (Volatile) Previous prior to v5.6.5).

Ctrl + Shift + Left - Select from the current position to starting of the word.

Ctrl + Shift + Page Down - Move Tab Forward.

Ctrl + Shift + Page Up - Move Tab Backward.

Ctrl + Shift + Right - Select from the current position to end of the word.

Ctrl + Shift + Space - Launch Function Completion ListBox.

Ctrl + Shift + Tab - Previous Document.

Ctrl + Shift + Up - Move Current Line Up.

Ctrl + Space - Open CallTip ListBox.

Ctrl + Spacebar - Function Completion.

Ctrl + Tab - Next Document.

Ctrl + O - open file.

DEL - Clear.

End - Move to end of the current line.

Enter - Split line downwards, or create new line.

F1 - About.

F2 - Go To Next Bookmark.

F3 - Find Next.

F4 - Go to next found.

F5 - Open Run Dialog.

F7 - Search Results Window.

F8 - Focus on another view.

F11 - Toggle Full Screen Mode.

F12 - Toggle Post + It Mode.

Home - Move to the first character of the current line.

Shft + F2 - Go To Previous Bookmark.

Shft + F3 - Find Previous.

Shft + Tab (selection of several lines) - Remove Tabulation or Space.

Shift + Delete - Cut.

Shift + Down - Select from current position till line end TO line start to same position in line below.

Shift + End - Extend the selection to the end of the current line.

Shift + Enter - Split line downwards, or create a new line.

Shift + F2 - Go To Previous Bookmark.

Shift + F3 - Find Previous.

Shift + F4 - Previous search results.

Shift + Home - Extend the selection to the first visible character of the current line.

Shift + Insert - Paste.

Shift + Left - Move the cursor to one position left with selection.

Shift + PageDown - Extend the selection down one page.

Shift + PageUp - Extend the selection up one page.

Shift + Tab (selection of one or more full lines) - Remove Tabulation or Space (outdent).

Shift + Up - Select from current position till line start TO line end to same position in line above.

Tab (Multiple lines can be selected) - Add Tabulation or Space (Indent).

Opera Mini

Ctrl + A - Select All.
Ctrl + C - Copy.
Ctrl + D - Save Page Address as New Bookmark.
Ctrl + E - Select the Address Bar.
Ctrl + F - Find on Page.
Ctrl + G - Find Next instance of Text.
Ctrl + H - Open History Page.
Ctrl + J - Open Opera’s Downloads Page.
Ctrl + L - Select the Address Bar, So That You’re Ready to Type there.
Ctrl + N - Open New Window.
Ctrl + O - Open A File from Your Computer.
Ctrl + P - Print Current Page.
Ctrl + R - Reload the Current Page.
Ctrl + S - Save A Page Locally.
Ctrl + U - View Current Page Source.
Ctrl + V - Paste.
Ctrl + W - Close Current Tab.
Ctrl + X - Cut.
Ctrl + Y - Redo Recent Changes.
Ctrl + Z - Undo Recent Changes.
Ctrl + [Minus Key] - Zoom Out.
Ctrl + [Plus Key] - Zoom in.
Ctrl + 0 - Reset Zoom to 100%.
Ctrl + Space - Open/Close instant Search to Quickly Search the Web or Search Among Your Tabs.
Ctrl + Tab - Cycle forward Through Open Tabs.
Ctrl + Left Arrow - Back A Page.
Ctrl + Right Arrow - forward A Page.
Ctrl + F5 - Reload the Current Page.
Ctrl + Pgdn - Move one Screen to the Down.
Ctrl + Pgup - Move one Screen to the Up.
Ctrl + Shift + B - Open Your Bookmarks Manager.
Ctrl + Shift + C - Copy Selected Text to "Notes" Panel.
Ctrl + Shift + E - Open Extensions Page.
Ctrl + Shift + G - Find Previous.
Ctrl + Shift + I - Developer tools.
Ctrl + Shift + M - Open Your Most Recently Used Messenger in Your Sidebar.
Ctrl + Shift + N - Open A Private Tab in A New Window.
Ctrl + Shift + T - Reopen Last Closed Tab.
Ctrl + Shift + X - Quit Opera.
Ctrl + Shift + Z - Redo the Last Change You Made.
Ctrl + Shift + 5 - Activate Snapshot (Press Esc to Exit and Not Take A Screenshot).
Ctrl + Shift + Tab - Cycle Backward Through Open Tabs, Tab Switch.
Alt - Open Edit Menu in Current Program.
Alt + F4 - Close Current Window.
Alt + P - Open Opera’s Settings Page Where You Can Set Your Preferences.
Alt + Tab - Switch Between Currently Open Programs.
Backspace - Delete Selection (or Character Left of Cursor)
Delete - Delete Selection (or Character Right of Cursor).
Down Arrow - Move one Line Down.
End - Go to Bottom of Page.
Enter - Follow Selected Link.
Esc - Stop Page Loading.
F1 - Go to Opera’s Help Page.
F5 - Reload the Current Page.
F11 - Use Entire Screen for Browsing.
Home - Go to the top of the Page.
Left Arrow - Move one Character to the Left.
Pgdn - Move one Screen Down.
Pgup - Move one Screen Up.
Right Arrow - Move one Character to the Right.
Shift + Space - Page Up.
Shift + Tab - Cycle Back Through Page Elements.

Shift + Enter - Open Selected Link in New Page Window.

Shift + Esc - Open the Opera Task Manager, Which Lets You See the Cpu, Memory, and Network Usage of Your Extensions or Tabs.

Shift + Tab - Cycle Backwards Through Elements on Your Current Page.

Space - Page Down.

Tab - Cycle forward Through Page Elements.

Up Arrow - Move one Line Up.

Windows + M - Minimize All Window.

Windows Keyboard Shortcut

Windows key - Open or close Start.

Windows key + A - Open Action center.

Windows key + B - Set focus in the notification area.

Windows key + C - Open Cortana in listening mode.

Windows key + D - Display and hide the desktop.

Windows key + E - Open File Explorer.

Windows key + F - Open Feedback Hub and take a screenshot.

Windows key + G - Open Game bar when a game is open.

Windows key + H - Start dictation.

Windows key + I - Open Settings.

Windows key + J - Set focus to a Windows tip when one is available.

Windows key + K - Open the Connect quick action.

Windows key + L - Lock your PC or switch accounts.

Windows key + M - Minimize all windows.

Windows key + O - Lock device orientation.

Windows key + P - Choose a presentation display mode.

Windows key + R - Open the Run dialog box.

Windows key + S - Open search.

Windows key + T - Cycle through apps on the taskbar.

Windows key + U - Open Ease of Access Center.

Windows key + V - Open the clipboard.

Windows key + X - Open the Quick Link menu.

Windows key + Y - Switch input between Windows Mixed Reality and your desktop.

Windows key + Z - Show the commands available in an app in full-screen mode.

Windows key + number - Open the desktop and start the app pinned to the taskbar in the position indicated by the number. If the app is already running, switch to that app.

Windows key + period (.) or semicolon (;) - Open emoji panel.

Windows key + comma (,) - Temporarily peek at the desktop.

Windows key + Pause - Display the System Properties dialog box.

Windows key + Tab - Open Task view.

Windows + F1 - Open Windows Help and Support.

Windows key + Up arrow - Maximize the window.

Windows key + Down arrow - Remove the current app from the screen or minimize the desktop window.

Windows key + Left arrow - Maximize the app or desktop window to the left side of the screen.

Windows key + Right arrow - Maximize the app or desktop window to the right side of the screen.

Windows key + Home - Minimize all except the active desktop window

(restores all windows on the second stroke).

Windows key + Spacebar - Switch input language and keyboard layout.

Windows key + Plus (+) - Open Magnifier.

Windows key + forward-slash (/) - Begin IME reconversion.

Windows key + Shift + C - Open the charms menu.

Windows key + Shift + S - Take a screenshot of part of your screen.

Windows key + Shift + V - Cycle through notifications.

Windows key + Shift + M - Restore minimized windows on the desktop.

Windows key + Shift + Up arrow - Stretch the desktop window to the top and bottom of the screen.

Windows key + Shift + Down arrow - Restore/minimize active desktop windows vertically, maintaining width.

Windows key + Shift + Left arrow or Right arrow - Move an app or window in the desktop from one monitor to another.

Windows key + Shift + number - Open the desktop and start a new instance of the app pinned to the taskbar in the position indicated by the number.

Windows key + Alt + D - Display and hide the date and time on the desktop.

Windows key + Alt + number - Open the desktop and open the Jump List for the app pinned to the taskbar in the position indicated by the number.

Windows key + Ctrl + V - Open shoulder taps.

Windows key + Ctrl + Q - Open Quick Assist.

Windows key + Ctrl + F - Search for PCs (if you're on a network).

Windows key + Ctrl + Spacebar - Change to a previously selected input.

Windows key + Ctrl + Enter - Turn on Narrator.

Windows key + Ctrl + number - Open the desktop and switch to the last active window of the app pinned to the taskbar in the position indicated by the number.

Windows key + Ctrl + Shift + number - Open the desktop and open a new instance of the app located at the given position on the taskbar as an administrator.

Windows key + Ctrl + Shift + B - Wake PC from blank or black screen

Ctrl + A - Select all items in a document or window.

Ctrl + C (or Ctrl + Insert) - Copy the selected item.

Ctrl + D (or Delete) - Delete the selected item and move it to the Recycle Bin.

Ctrl + R (or F5) - Refresh the active window.

Ctrl + V (or Shift + Insert) - Paste the selected item.

Ctrl + X - Cut the selected item.

Ctrl + Y - Redo an action.

Ctrl + Z - Undo an action.

Ctrl + F4 - Close the active document (in apps that are full-screen and let you have multiple documents open at the same time).

Ctrl + Right arrow - Move the cursor to the beginning of the next word.

Ctrl + Left arrow - Move the cursor to the beginning of the previous word.

Ctrl + Down arrow - Move the cursor to the beginning of the next paragraph.

Ctrl + Up arrow - Move the cursor to the beginning of the previous paragraph.

Ctrl + Esc - Open Start.

Ctrl + Shift - Switch the keyboard layout when multiple keyboard layouts are available.

Ctrl + Spacebar - Turn the Chinese input method editor (IME) on or off.

Ctrl + arrow keys - Resize the Start menu when it's open.

Shift + Delete - Delete programs/ files permanently.

Shift + F10 - Simulate right-click on selected item.

Alt + Tab - Switch between open programs.

Alt + Esc - Switch between programs in the order they were opened.

Alt + underlined letter - Perform the command for that letter.

Alt + Enter - Display properties for the selected item.

Alt + Spacebar - Open the shortcut menu for the active window.

Alt + Print Screen - Create screenshots for the current program.

Alt + Left arrow - Go back.

Alt + Right arrow - Go forward.

Alt + Page Up - Move up one screen.

Alt + Page Down - Move down one screen.

Alt + F4 - Close the active item, or exit the active app.

Alt + F8 - Show your password on the sign-in screen.

F2 - Rename the selected item.

F3 - Search for a file or folder in File Explorer.

F4 - Display the address bar list in File Explorer.

F5 - Refresh the active window.

F6 - Cycle through screen elements in a window or on the desktop.

F10 - Activate the Menu bar in the active app.

Ctrl + Alt + Tab - Use the arrow keys to switch between all open apps.

Alt + Shift + Tab - Switch backward between open applications.

Alt + Shift + arrow keys - When a group or tile is in focus on the Start menu, move it in the direction specified.

Ctrl + Shift + arrow keys - When a tile is in focus on the Start menu, move it into another tile to create a folder.

Ctrl + arrow key (to move to an item) + Spacebar - Select multiple individual items in a window or on the desktop.

Ctrl + Shift + arrow key - Select a block of text.

Ctrl + Shift + Esc - Open Task Manager.

Ctrl + Alt + Del - Reboot / Windows task manager

Shift with any arrow key - Select more than one item in a window or on the desktop, or select text in a document.

Right arrow - Open the next menu to the right, or open a submenu.

Left arrow - Open the next menu to the left, or close a submenu.

Esc - Stop or leave the current task.

PrtScn - Take a screenshot of your whole screen and copy it to the clipboard.

Hold Right SHIFT key for eight seconds - Switch FilterKeys on and off.

Left Alt + Left Shift + Print Screen - Switch High Contrast on and off.

Left Alt + Left Shift + Num Lock - Switch Mouse keys on and off.

Press Shift five times - Switch Sticky keys on and off.

Hold Num Lock for five seconds - Switch Toggle keys on and off.

Holding Shift During Bootup - Boot safe mode or bypass system files

Holding Shift During Bootup - When putting in an audio CD, will prevent CD Player from playing

Windows Run Commands

Type the following commands in your Run dialogue box (Windows Key + R) to run specific programs.

msinfo32 - System Information.
Insert website URL - Open any website.
excel - Microsoft Excel (if installed).
c : /e : /f : / d - Explore c/e/f/d Drive.
control desktop - Display properties.
control folders - Folder properties.
control fonts - Open Fonts.
control keyboard - Keyboard properties.
control mouse - mouse properties.
Control netconnections - Network properties.
Control Printers - Printers folders.
Control update - Windows update.
Control admintools - Administrative tools.
Control schedtasks - Scheduled tasks.
Acrobat - Adobe acrobat.
Photoshop - Adobe Photoshop.
ccleaner – Ccleaner.
csvde - Open Importing or Exporting Active directory data.

chrome – Chrome.
msaccess - Microsoft Access (if installed).
powerpnt - Microsoft PowerPoint (if installed).
winword - Microsoft Word (if installed).
frontpg - Microsoft FrontPage (if installed).
notepad – Notepad.
wordpad – WordPad.
mspaint - Microsoft Paint.
wmplayer - Windows Media Player.
resmon - Access Resource Monitor.
dialer - Open Phone Dialer.
tabtip - Soft Keyboard.
control - Opens the Control Panel.
mstsc - Open Remote Desktop Connection.
shrpubw - Create a shared folder wizard.
psr - Steps Recorder.
credwiz - Stored User Names and Password Wizard.
msiexec - Windows installer details.
firefox - Open Firefox.
control printers - Opens the printers dialogue box.
hdwwiz.cpl - Add Hardware Wizard.
systempropertiesprotection - System Protection Settings.
systempropertiesremote - System Remote Settings.
systemreset - System Reset for Windows.
%SystemRoot% - System root.
launchtm - Task Manager.
sdclt - Access backup and restore Window.
appwiz.cpl - Access Programs and features window.
control.exe admintools - Administrative Tools.
wuaucpl.cpl - Automatic Updates.
fsquirt - Bluetooth Transfer Wizard.
. - Open current user folder.
calc – Calculator.
certmgr.msc - Certificate Manager.
charmap - Character Map.
optionalfeatures - Open Windows features.
sndvol - Volume control.
%Temp% - Temporary Folder.
tpm.msc - Trusted Platform Module Management.
debug - Debug folder.
netstat - View Active Connections in Command Prompt.
taskschd.msc - Task Scheduler.
computerdefaults - Default Apps.
comexp.msc - Component Services.
%UserProfile% - User Profile.
mmc - Console root.
chkdsk - Check Disk Utility.
clipbrd - Clipboard Viewer.
slui - Windows Activation.
cmd - Command Prompt.
dcomcnfg - Component Services.
compmgmt.msc - Computer Management including system tools.
timedate.cpl - Date and Time Properties.
ddeshare - DDE Shares.
compmgmtlauncher - Computer Management.
winver - Windows version.
comp - Compare files command.
ftp - Open File transfer protocol.
devmgmt.msc - Device Manager.
directx.cpl - Direct X Control Panel (if installed)*.
dxdiag - Direct X Troubleshooter.
cleanmgr - Disk Cleanup Utility.
dfrg.msc - Disk Defragment.
defrag - Defrag Command.
wf.msc - Windows Defender Firewall with Advanced Security.
%WinDir% - Windows Directory.
diskmgmt.msc - Disk Management.
diskpart - Disk Partition Manager.
mrt - Run Malicious software removal tool.
migwiz - Migration wizard.
tabcal - Digital Calibration Tool.
devicepairingwizard - Add a device.
control.exe desktop - Display Properties.
desk.cpl - Display Properties.
control.exe color - Display Properties (w/Appearance Tab Preselected).
drwtsn32 - Dr. Watson System Troubleshooting Utility.
verifier - Driver Verifier Utility.
dccw - Display Color Calibration.
wfs - Windows Fax and Scan.
fontview - Windows Font Viewer.
eventvwr.msc - Event Viewer.
sigverif - File Signature Verification Tool.
findfast.cpl – Findfast.
control.exe folders - Folders Properties.
control.exe fonts – Fonts.
fonts - Fonts Folder.
dpiscaling - Display Settingscontrol admintools.
isoburn - Windows Disk Image Burner Usage.
wbemtest - Windows Management Instrumentation Tester.
msdt - Diagnostics Troubleshooting Wizard.
systempropertiesadvanced - Advanced System Settings.
ntbackup - Backup or restore Wizard (Windows Backup Utility).
freecell - Free Cell Card Game.
help - Open online help.
\ - Open C Drive.
.. - Open the User folder.
narrator - Narrator Settings.
label - Open Editing disc label.
netplwiz - Manage User Accounts.
joy.cpl - Game Controllers.
mblctr - Windows Mobility Center.
gpedit.msc - Group Policy Editor (XP Prof).
gpupdate - Open Updating the Group policy settings.
mshearts - Hearts Card Game.
powershell - Windows PowerShell.
powershell_ise - Windows PowerShell ISE.
msra - Windows Remote Assistance.
wsreset - Windows Reset.
wscript - Windows Script Host Settings.
rstrui - Windows System Restore.
wusa - Windows Update Standalone Installer.
mdsched - Open Windows Memory Diagnostic.
iexpress - Iexpress Wizard.
odbcconf - ODBC configuration.
azman.msc - Authorization Manager.
ciadv.msc - Indexing Service.
inetcpl.cpl - Internet Properties.
jpicpl32.cpl - Java Control Panel (if installed).
javaws - Java Control Panel (if installed).
control.exe keyboard - Keyboard Properties.
secpol.msc - Local Security Settings.
lusrmgr.msc - Local Users and Groups.
dfrgui - Optimize Drives.
logoff - Logs You Out of Windows.
odbcad32 - ODBC Data Source Administrator.
winchat - Open microsoft Chat.
bootim - Boot Options.
systempropertiescomputername - Change Computer Settings.
wab - Open Windows Address Book.
wabmig - Open Windows Address Book Import Utility.
winmine - Minesweeper Game.
presentationsettings - Presentation Settings.
mobsync - Open Microsoft Syncronization Tool.

pbrush - Open Paint.
snippingtool - Open Snipping Tool.
control.exe mouse - Mouse Properties.
shell - recyclebinfolder.
systempropertiesperformance - Performance Options.
main.cpl - Mouse Properties.
control.exe netconnections - Network Connections.
ncpa.cpl - Network Connections.
netsetup.cpl - Network Setup Wizard.
nvtuicpl.cpl - Nview Desktop Manager (if installed).
packager - Object Packager.
mailto - Open Default Mail Application.
printmanagement.msc - Print Management.
printbrmui - Printer Migration.
displayswitch - Project Menu.
colorcpl - Color Management.
printui - Change Printing Settings.
cttune - ClearType Text tuner.
rasphone - Open Remote Access Phonebook.
odbccp32.cpl - ODBC Data Source Administrator.
osk - Open On Screen Keyboard.
word - Word Safe Mode.
ac3filter.cpl - Opens AC3 Filter (if installed).
pa**word.cpl - Pa**word Properties.
perfmon.msc - Performance Monitor.
dpapimig - Protected Content Migration.
perfmon - Performance Monitor.
telephon.cpl - Phone and Modem Options.
powercfg.cpl - Power Configuration.
control.exe. printers or control printers - Printers and Faxes.
printers - Printers Folder.
eudcedit - Private Character Editor.
QuickTime.cpl - Quicktime (If Installed).
intl.cpl - Regional Settings.
xpsrchvw - XPS Viewer.
regedit - Registry Editor.
regedit32 - Registry Editor.
recoverydrive - Recovery Media Creator.
ntmsmgr.msc - Removable Storage.
ntmsoprq.msc - Removable Storage Operator Requests.
rsop.msc - Resultant Set of Policy.
rsop.msc - Resultant Set of Policy (XP Prof).
sticpl.cpl - Scanners and Cameras.
control.exe schedtasks or control schedtasks - Scheduled Tasks.
wscui.cpl - Security Center.
wiaacmgr – Scanner.
services.msc - Open Services app.
fsmgmt.msc - Shared Folders.
shutdown - Shuts Down Windows.
mmsys.cpl - Sounds and Audio.
spider - Spider Solitare Card Game (if installed).
cliconfg - SQL Client Configuration.
sysedit - System Configuration Editor.
access.cpl - Accessibility Controls.
msconfig - System Configuration Utility.
sfc - System File Checker Utility.
sysdm.cpl - System Properties.
taskmgr - Task Manager.
telnet - Telnet Client.
nusrmgr.cpl - User Account Management.
utilman - Utility Manager.
firewall.cpl - Windows Firewall.
magnify - Windows Magnifier.
wmimgmt.msc - Windows Management Infrastructure.
syskey - Windows System Security Tool.
wupdmgr - Windows Update Launches.
tourstart - Windows XP Tour Wizard.
write – Wordpad.